S2 Student Clubs/Organizations
1 WRMC Internal Records: Appeal to SGA
2000

BOX 4
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WRMC 91.1 FM

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Dear Dana:

I am writing to inform you that the Middlebury College Radio Service (WRMC) is requesting an appeal of two Finance Committee decisions. We believe that we have sufficient grounds for both appeals based on Chapter 2, Section 2. Article VII. sub-section D, sub-points i. and ii of the Middlebury College Handbook. Our first appeal is based largely on the fact that WRMC believes that this matter *must* be resolved before the summer. We would ask you to communicate this appeal to the Chair of the Appeals Committee as soon as possible and encourage the Committee to resolve this matter in a fair and expeditious manner. Because of the complexity of the two charges, we have chosen to lay them out separately.

Appeal 1—Depreciation

In our 2000-2001 budget, WRMC requested $17, 650 for our depreciation account. In a May 3rd e-mail to Douglas Chini (Business Director of WRMC), Brian Arcese indicated that Finance Committee will not make a decision on WRMC's request by the end of the normal academic year which ends on Friday. WRMC believes that the decision to not decide on a budget request is a. contrary to Finance Committee guidelines and b. an act of derision against WRMC as a collective body. Because budgets must be set before the beginning of the next financial year, we believe that such a decision constitutes a *de facto* denial of the request. We also believe that we have exhausted all communication between Finance Committee and ourselves, because to wait two weeks would be to deny ourselves the right to appeal.

Exhausted All Communication

To be granted an appeal of a Finance Committee rule or decision, an organization must first show *prima facie* evidence that they have exhausted communication between itself and Finance Committee. WRMC is placed in a tricky situation here, because any further communication with Finance Committee would preclude our right to appeal a decision of the Finance Committee. Our appeal is based on Finance Committee's refusal to make a decision. If we were to communicate our grievances to Finance Committee yet again and wait for a response, then it would be too late to appeal the decision because the regular academic year ends on Friday. If we hope to appeal

Finance Committee's decision, then we have no choice but to appeal now. WRMC must assume that even if a decision were to be made later this year, there may not be funds available in the fall when we would have to appeal the decision.

It will be explained below and in the supporting documents that WRMC believes that a refusal to make a decision constitutes a *de facto* denial even though Finance promises that a decision will be made. It will also be explained below that all college budgeting must be completed before the financial year begins. Section II Paragraph A of the Finance Committee Guidelines 1999-2000 point out that budgeting after normal budgeting *"may therefore encounter budget limitations."* First, even if Finance Committee were to grant our request, there is no guarantee that the money would be there to pay it. According to a letter from David Paul Finance Committee budgeting will be concluded by **May 1st**. Finance Committee guidelines make it clear that the later that a decision is made on a budget the more likely it is that it will "encounter budget limitations." (See Finance Committee Guidelines I. B.) Second, WRMC needs to make its budgeting decision before the next fiscal year begins and we cannot do it while we are in limbo. If a decision is not made by the normal end of the academic year, then we see no reason to believe that it can be completed before this summer.

Therefore, not only is the Finance Committee's decision a *de facto* denial of our legitimate request, but the decision at such a late date almost constitutes a *de facto* denial of our right to appeal. At this point, we cannot continue communication with Finance Committee without also surrendering our right to make an appeal. The Appeals Committee must act, because Finance refuses to. WRMC must have a firm idea of how much money it will be allocated before the fall begins. To make a decision so late that WRMC cannot appeal is a denial of our right to appeal as outlined in the SGA Constitution.

Secondly, Finance Committee has no legitimate grounds for arguing that further communication and discussion is necessary. The restoration of our depreciation budget has been an issue that has been discussed between Finance Committee and WRMC for four years. As early as J-Term, WRMC specifically requested that Finance Committee meet with us to discuss depreciation and other matters. Finance Committee did not meet to discuss our budget request and depreciation until April 12th. At that meeting, Finance Committee toured the station, but had no questions about our depreciation request. Finance Committee was given a draft copy of our budget proposal on April 4th. Finance Committee certainly had fair warning that depreciation would be an important issue. Finance Committee waited until May 3rd to decide that they needed to investigate the issue, however, at this point they cannot claim that they did not have enough time.

Third, there are no more practical steps that WRMC can take to communicate with Finance Committee. On Wednesday, representatives from WRMC met with Tiffany Sargent the Director of Student Activities. WRMC outlined our concern about Finance Committee refusing to set a budget before the end of the current fiscal year. Tiffany Sargent encouraged us to delay filing an appeal against Finance Committee until she could try to work as a mediator between WRMC and the Committee. She spoke

privately with Brian Arcese the 2000-2001 Chair of Finance Committee. Ms. Sargent indicated to WRMC that she had explained the situation to Mr. Arcese and that he seemed willing to compromise. She recommended a plan whereby Finance Committee would allocate one-half of the requested amount until such a time as Finance Committee and WRMC could settle on appropriate accounting procedures.

Afterwards, Michael Wiser (Special Productions Director for WRMC) and Otie Hart (Music Director for WRMC) spoke with Mr. Arcese. He said that the plan seemed reasonable to him, but that he could not speak for Finance Committee but they would likely accept the agreement because it was reasonable. Later that afternoon, Douglas Chini (Business Director for WRMC) and Mr. Arcese drafted a six-part proposal. That proposal is included with this letter. According to the proposal, Finance Committee would allocate half of the funds now, settle on accounting procedures later, and then allocate the second half (depending on how much it came out to).

On the evening of May 3rd, Quinn Raymond (General Manager of WRMC), Zachary Manganello (Technical Director of WRMC), Mr. Wiser, and Mr. Chini met with Finance Committee. WRMC presented the proposal to the Committee. Finance Committee never indicated any serious concerns or objections to the proposal. Mr. Wiser also explained all of the concerns, which are laid out in the first part of this appeal. No one on Finance Committee took issue with those concerns and there was no discussion on the part of Finance Committee while representatives of WRMC were present.

WRMC cannot continue a good faith dialogue with the Finance Committee, because there is no one to speak with who can represent the Committee. WRMC reached an agreement with Mr. Arcese, but the Committee rejected it. When four board members from WRMC went to the Finance Committee meeting, the Committee told us that they could not discuss their opinion on the matter because they had not made up their mind yet. Negotiation is not possible if those participating in a discussion need to reach their conclusion before they speak to the other party. Finance Committee has never discussed these issues with WRMC, despite the fact that they were given many opportunities to do so. Finance Committee refuses to negotiate with us.

Contrary to Finance Committee Guidelines

The Finance Committee Guidelines clearly state in Section I Paragraph A that, *"Organizations' annual budgets will consist of funds approved by the Committee during the previous spring. Each Budget Approved by the Committee will serve as a guide for the organization's expenditures."* The guidelines offer no exception to this statement, although Paragraph B adds that, *"Organizations that do not submit a proposed budget by the announced deadline will not be allocated a budget until such a request is made and may therefore encounter budget limitations."* However, because the rest of WRMC's budget was decided on and a draft budget was submitted earlier than any other organization on campus, Finance Committee has no right to refuse to make a decision on time.

Finance Committee often reminds student organizations that their job is to impartially administer the guidelines. However, in this situation, Finance Committee has very clearly violated its own guidelines, which state that budgeting is done in the spring term. There is no "usually" anywhere in the language. Finance Committee must be bound by the rules of the Finance Committee Guidelines just like any student organization. There is nothing in the Guidelines, which would possibly allow them to budget during the summer or during the fall.

It was the Finance Committee Guidelines, which lead Mr. Paul to promise that budgeting would be completed by May 1st, 2000. However, Finance Committee has been unable to uphold either Mr. Paul's deadline or the deadline in the Guidelines. WRMC agrees that in extraordinary circumstances Finance may need more time to make a decision, but WRMC denies that these are extraordinary circumstances. Finance Committee was aware since September 1999 that WRMC would submit a request for deprecation. Finance Committee cannot create an extraordinary circumstance by claiming their own negligence and refusal to deal with the issue earlier.

An Act of Derision

We are not sure who drafted the handbook language that uses the world "derision," but we must assume that whomever did assumed that such language would still allow appeals. The difficulty is that derision is not a legal term defined in Black's or other legal dictionary. After looking at a couple of dictionaries, we believe that a fair definition would be to mock, ridicule, or scorn. Because Finance Committee only makes decisions about budgetary matters, we must assume that the author believed that an act of the Finance Committee could constitute derision. Lacking any other criterion, it seems clear that the only way that Finance Committee could deride a student organization would be to treat that student organization unfairly or unequally without good reason

WRMC believes that violating the Finance Committee Guidelines constitutes derision, because it singles out WRMC. While all other student organizations that submitted their budgets on time also received them back in the spring, WRMC was singled out for special treatment. We believe that this derides us as an organization and derides the importance of our organization.

Additionally, WRMC has been derided by a Finance Committee which has a history of making such promises and later denying them. Finance Committee has in the past promised to deal with underwriting "next year" and it never has. In the past, Finance Committee has also made promises to WRMC about a variety of issues. However, it is often pointed out that these "almost" promises are not binding on the Finance Committee, as surely next years committee will tell us about any promises about depreciation made by this years committee. The only way that we can interpret these actions is that Finance Committee is intentionally deriding us. They mock us by using the same tactic repeatedly and believing that we will not catch on.

For Mr. Arcese to come to a reasonable and fair agreement with WRMC and for Finance Committee to later deny it constitutes an act of derision. Finance Committee has not only derided WRMC, but also Mr. Arcese and the Director of Student Activities who participated in the settlement. Acting on the good faith of Mr. Arcese, WRMC did not submit an appeal earlier because we were told that Finance Committee would probably accept the agreement. WRMC did withhold filing an appeal, but Finance Committee refused to even engage in a two-way discussion of the issues.

On either of these two grounds, WRMC believes that it should be granted an appeal of this decision or lack of a decision.

The Case for Depreciation

Above we outlined why we believe that WRMC should be granted an appeal of this Finance Committee decision. However, there are separate issues that are not addressed by the handbook language on appeals. First, this letter will not deal with the merits for depreciation. We are sure any appeal hearing, once granted, will deal with these issues. However, there are obviously practical matters, which must be addressed in this appeal.

Our main contention is that school budgeting (and budgeting of almost every business on earth) is done *before* the end of the prior academic year. Money at the school is first allocated to accounts when the fiscal year begins. At that point accounts are equaled out and initial allocations are made. Finance Committee may believe that they do not need to follow the fundamental accounting principles that every other department at the school does, however, WRMC has two objections:

First, WRMC is appealing over a substantial amount of money. $17,650 is not the kind of money that can be found by scrounging around. There is no guarantee that Finance Committee will have the funds to cover this amount once they have budgeted other organizations. Finance Committee could argue that even at this point funds have already been allocated and there is simply not enough money to fund WRMC depreciation. Budgeting must be done all at once, so that they can cut money from other accounts if they need to. Finance Committee failed to do that. Finance Committee may argue that they have enough money in their "reserve account" to cover the $17,650 that we requested. We know nothing of this reserve account, but we are sure that Finance Committee would be reluctant to spend money out of it. Budget allocations are simply not made out of reserve funds or after budgeting is completed

Secondly, WRMC has a right to make important long-term decisions about the station before the end of the school year. Finance committee is not the only organization that has to worry about fiscal years. The depreciation account is a vital account, which allows the station to buy crucial equipment. Purchases out of the deprecation are often planned years in advance (as was the case with the current upgrade project). WRMC is currently in vital need of equipment that can only be paid for our of the depreciation account. However, at this point WRMC is left in limbo and has absolutely no idea how much money we will finally receive or when we will receive it. If Finance Committee does not make a decision to allocate money to us until say October, then it may actually

be too late. System critical station equipment could fail and there could be no allocated money to replace it.

WRMC must know whether it will be issued depreciation funds before next year and we must know the extent of those funds. A vague promise that there will be funds is simply not acceptable. A promise that a decision will be made this summer is also not acceptable. At this point, Finance Committee has made so many promises and pledges to WRMC that the station does not believe that anyone can speak for Finance Committee, or that a promise means anything until a finally agreement. Mr. Arcese told us that Finance Committee would probably accept our reasonable settlement. He now tells us that money will be allocated during the summer. Mr. Arcese's promises are well intentioned, but he cannot claim to speak for the Finance Committee.

Finance Committee has never known how to handle the issue of depreciation. Even now, they waiver, because they are unsure of how they should handle it. We are sympathetic to many of the concerns of Finance Committee; however, they have not dealt with these issues at the appropriate time. We initially raised the issue of depreciation in J-Term, it has been an issue since September, it was an issue last year, and it has been a continuing issue. Finance Committee has taken absolutely *no* initiative in investigating this issue when they had the time. They did not need to wait until the last week of school to decide that they need to investigate it. In their refusal to take action on this issue the Finance Committee has failed WRMC and the student body in general. They have absolutely no ground to say that this request for depreciation was "sprung on them." They have known that it would be a budgeting issue since September. We are dumbfounded that Finance Committee is only realizing this now. They have had many opportunities to address this issue earlier and have failed.

It would be appropriate for next year's Finance Committee to investigate accounting procedures for future depreciation requests, however, for now WRMC should be granted its entire request for the next academic year. Finance Committee has failed to act and our initial request should be granted for the next fiscal year. Depreciation is a long-term problem and hopefully next year WRMC and the Finance Committee can work together ahead of time to work out a good solution to this problem.

WRMC had received a promise from C.J. Diamond (Chair of the Finance Committee, 1998-1999) two years ago that WRMC deprecation would be restored once it dropped below $25,000. Mr. Paul promised last year that deprecation would be restored after the money in the account was spent. The deprecation account zeros out this year and yet Finance Committee refuses to comply with their earlier pledges and promises. Instead of the deprecation that it was promised, WRMC instead receives more promises.

Lastly, we want to emphasize that this is not merely an academic appeal. WRMC is not appealing because we don't like Finance Committee or we like the idea of appealing. WRMC is appealing, because we believe that we are left with no other option. Next year WRMC will be a 3,000 watt radio station broadcasting throughout Vermont and into New York and Canada. WRMC has over 150 active members (almost 1/10th of

the school) who help to make it possible for it to broadcast 24 hours a day during the school year and throughout the summer Language Schools.

The Finance Committee's refusal to act on depreciation directly threatens the existence of the station. The attached documents will make it clear why depreciation is vital to WRMC. In a nutshell, WRMC's upgrade will mean that WRMC is left no (or next to no) money in its depreciation account. Depreciation is the account that is used to replace old equipment. Each year WRMC purchases tens of thousands of dollars of equipment to this end. If there is no money in depreciation, then WRMC will not have the means to continue broadcasting. For example, WRMC is currently having problems with its main broadcast console, an operation critical piece of equipment. We've already spent hundreds of dollars trying to repair it. However, if the console were to completely malfunction, then it could cost thousands of dollars to replace. That money simply does not exist without a depreciation budget. More disturbing is the fact that for the past year the station has failed to replace key equipment, because of the low levels of money in the deprecation account. This equipment is currently failing and is in desperate need of being replaced. The question is not if this equipment will fail, but when. The failure of this appeal will put the station's ability to broadcast into jeopardy.

Broken equipment cannot simply be replaced out of Finance Committee reserve funds for a few reasons. First, radio station equipment is expensive. WRMC's new transmitter costs around $18,000. If the transmitter and another piece of expensive equipment were to break, there would be no funds available to replace the equipment even in Finance Committee's reserve funds. Only a proper reserve fund can build up money to take care of expected replacements. Second, the reserve account allows WRMC to replace equipment *before* it fails. As long as WRMC is in jeopardy it cannot continue on its schedule for replacing aging equipment. Finance Committee's denial of depreciation for the past four years has already affected our ability to replace aging equipment and keep us in doubt will bring things into a critical situation. Lastly, WRMC fears that purchasing equipment from the Finance Committee's reserve fund would create a dangerous precedent that a reserve fund is not necessary. Of course, the current Finance Committee, WRMC, and most accountants realize that reserves are vital to the continued existence of organizations such as radio stations.

It should also be noted that a depreciation budget does not pay for equipment when it fails. Rather, depreciation funds are stored up the from the moment a new equipment is purchased so many years in the future funds will exist to replace that piece of equipment. A failure to allocate this money, which represents the majority of a depreciation request, will place enormous burdens on future Finance Committees. Therefore the Finance Committee must grant funds that are not to be spent in the same fiscal year in which the money is granted and those funds must be allowed to accumulate.

Appeal 2—Depreciation (Discretion)

WRMC's deprecation account goes back at least until 1973. Purchases out of this account have always been approved through a procedure for purchasing established by the College. Large purchases must be bid out by the College and purchases signed off

by our consulting engineer and school administrators. WRMC's deprecation budget is administered in the same way as depreciation budgets for the rest of the school. However, in his May 3rd e-mail Mr. Arcese writes to us that any money that is allocated will be allocated under a different policy. He writes, "Rather than have this account be administered at the discretion of WRMC, the account will remain under the guidance of the Finance Committee, much like WRMC's normal budget. Any expenditures to come from this account should be requested using the normal Finance Committee Request Form, and must be requested before they are spent." Finance Committee has decided to breaking with at least thirty years of established practice and create a **new policy** for the way that accounts are administered.

WRMC believes that Finance Committee has absolutely no right to set policy for the student body in this manner. For Finance Committee to set policy is a usurpation of a right reserved to the Student Senate, a violation of Finance Committee Guidelines, and an act of derision against WRMC.

Exhausted all communication

WRMC has above outlined its inability to continue communication with Finance Committee. We quickly exhausted communication, because Finance Committee never let an open dialogue begin. Finance Committee's decision is also at odds with the agreement worked out between Mr. Chini and Mr. Arcese under the guidance of Ms. Sargent. As was explained above, there is no one to communicate with, because neither Mr. Arcese or Mr. Paul speak for Finance Committee and the members themselves never speak to us. Finance Committee decided to take unilateral action in this matter without ever consulting WRMC about the effects of this new policy or the station's attitude towards it.

This decision was made at such a late date that it is impossible to continue communication, without jeopardizing our right to appeal. Again, it is important that these issues be resolved before the next fiscal year. WRMC must know where it stands, because Finance Committee Guidelines cannot be amended during the year for which they are to be applied. WRMC needs to resolve the appeal so that we can decide what action to take next.

Contrary to Finance Committee Guidelines

Earlier in the year, the SGA held a discussion over whether the Chair to Finance Committee should be elected. In the course of those discussions, it was made clear by Mr. Paul that **Finance Committee does not make policy decisions it simply administers the Finance Committee Guidelines**, which are set by the SGA. The decision to break with over thirty years of established practice is a policy decision that must be made by the Student Senate not the Finance Committee. Such decisions are rightfully placed in the Finance Committee Guidelines, not the minutes of Finance Committee meetings.

Finance Committee Guidelines never give Finance Committee the right to change the procedures for spending money that they allocate. With their most recent decision, Finance Committee overstepped their bounds, because they instituted **a new procedure** for approving funds. Procedures for approval of funds are either established through precedence or through the Finance Committee Guidelines. Finance Committee

by our consulting engineer and federal administrators. WRMC's administration budget is administered in the same way as depreciation budgets for the rest of the school.

However, in his May 7th e-mail Mr. Arrese wrote to us that any money that is allocated will be allocated under a different policy. He wrote, "Rather than have this account be administered at the discretion of WRMC, the account will remain under the guidance of the Finance Committee, much like WRMC's annual budget. Any expenditures or use from this account should be requested using the annual Finance Committee Request Form, and must be approved before they are spent." Finance Committee has decided to handle with a least thirty years of debt that precedes and create a new policy for the way that accounts are administered.

WRMC believes that Finance Committee has already set a high standard for the student body in this manner. For Finance Committee to ask for a reopening of a right received in the Student Senate, a violation of Finance Committee Guidelines, and an act of deviation against WRMC.

Statement of commitment

WRMC has always endeavored to continue communication with Finance Committee. We quickly addressed any situations, because Finance Committee never let an open dialogue begin. Finance Committee's decision to also talk with the appropriate works out between Mr. Chen and Mr. Arrese under the guidance of Mr. Sargent. As was explained earlier, there is no one to communicate with, because neither Mr. Arrese or Mr. Chen speak for Finance Committee and the email are executive never spoke to us. Finance Committee decided to take unilateral action without any consulting WRMC against our wishes or the new policy or the senate's attitude towards it.

This decision was made at such a late date that it is impossible to continue communications, without jeopardizing our right to appeal. Again, it is important that these issues be resolved soon, the next few weeks. WRMC, once know where it stands, because Finance Committee Guidelines cannot be amended during the year for which they are to be applied. WRMC needs to resolve the appeal so that we can decide what action to take next.

Contrary to Finance Committee Guidelines

In late in the year, the WRM held a discussion over whether the Chair to Finance Committee should be elected. In the course of those discussions, it was made clear by Mr. Paul that Finance Committee does not make policy decisions it simply administers the Finance Committee Guidelines, which are set by the SSA. The decision to break with over thirty years of established process is a policy decision that must be made by the Student Senate not the Finance Committee. Such decisions are rightfully placed in the Finance Committee Guidelines not the minutes of Finance Committee meetings.

Finance Committee Guidelines never give Finance Committee the right to change the procedures for spending money that they allocate. With their most recent decision, Finance Committee overstepped their bounds, because they instituted a new procedure for approving funds. Procedures for approval of funds are either established through precedence or through the Finance Committee Guidelines. Finance Committee

Guidelines cannot be interpreted as allowing Finance Committee to approve purchases of equipment made with the funds of previous Finance Committees. The Guidelines must be interpreted narrowly if the Finance Committee is to ever be held to any appeal or ever be controlled by the elected Student Senate.

The Finance Committee Guidelines explain the procedures for the approval or purchases. Any change in the way that something is approved or purchased must be a change to the Finance Committee Guidelines, not a decision of Finance Committee.

Finance Committees only function for a year and they can only operate under the Finance Committee's guidelines. They cannot control money allocated by future or previous Finance Committee's. To attempt to do so would be to set a policy. Policies can only be set through the Finance Committee's guidelines. However, the guidelines do not currently contain anything that allows them to retain control over money distributed for the purpose of depreciation.

If Finance Committee wants to change this practice, then they must allow the elected representatives to decide on whether the new change is warranted or now. Indeed, it may be something that the Student Senate would agree too. However, the Finance Committee does not have that power. In order for the unelected Finance Committee to have legitimacy, they must only act as a judicial body interpreting rules established for them by the Student Senate.

An Act of Derision

It was outlined above what derision is defined as and how it can be interpreted in this situation. This situation, however, shows an even clearer act of mockery than the previous. WRMC planned to file an appeal, because Finance Committee refused to allocate depreciation funds. Finance Committee then not only rejected the agreement that we reached with Mr. Arcese, but Finance Committee also attempted to punish us: at the same time that they rejected the proposed settlement, they decided that they did have time to decide that thirty years' worth of policy would be changed.

To make such a decision without ever discussing the issue with us constitutes derision. Finance Committee delivered their decision without discussing it with us. It also constitutes derision, because WRMC has been singled out from other student organizations. While Finance Committee proposes changes in the Guidelines for other matters, it has decided to act unilaterally in changing this policy without consulting the Student Senate.

Finance Committee's entire handling of this matter and its refusal to consult with WRMC and to ever ask our opinion of how the account should is an act of derision against WRMC. To refuse to consider our perspective and to take unilateral action belittles us as an organization and mocks us as a collective body and as individuals.

The Case for Precedent

Included with this letter you will find documents showing the history of depreciation at Middlebury College and at the radio station. You will find that the Finance Committee's decision is **contrary to established precedent and accounting practices at Middlebury College**. You will also see it explained that WRMC currently has to jump through far more hoops with the college than a "Finance Committee Request."

Guidelines cannot be interpreted as allowing Finance Committees to approve purchases of equipment made prior to the break of previous Finance Committees. The Guidelines must be interpreted narrowly if the Finance Committee is to even be held to any appeal or even be consulted by the elected Student Senate.

The Finance Committee Guidelines explain the procedures for the approval or purchases. Any change in the way that something is approved or purchased must be a change to the Finance Committee Guidelines, not a decision of Finance Committee.

Finance Committees only function for a year and they can only operate under the Finance Committee's guidelines. They cannot control money allocated by future or previous Finance Committees. To attempt to do so would be to set a policy. Policy can only be set through the Finance Committee's guidelines. However, the guidelines do not generally contain any thing that allows them to control future money allocated for the purpose of depreciation.

If Finance Committee wants to change this notion, then they must allow the elected representatives to decide on whether the new change is warranted or not. Indeed, it may be something that the Student Senate would agree too. However, the Finance Committee does not have that power. In order for the unelected Finance Committee to have legitimacy, they must only act as a judicial body, interpreting rules established for them by the Student Senate.

An Act of Treason

It was outlined above what decision is defined as and how it can be interpreted in this situation. This situation, however, shows an even clearer act of treasonous than the previous. WRMC placed in the proposal, because Finance Committee refused to allocate depreciation funds. Finance Committee then not only rejected the agreement that we reached with Mr. Arness, but Finance Committee also attempted to punish us at the same time they rejected the proposed settlement. They decided that they did have the ability to decide that during year 2 of a policy would be changed.

To make such a decision without ever discussing the issue with us constitutes dereliction. Finance Committee delivered their decision without discussing it with us. It also constitutes derelict. Because WRMC has been singled out from other student organizations. While Finance Committee proposes changes to the Guidelines for other matters, it has decided to act unilaterally in changing this policy without consulting the Student Senate.

Finance Committee's entire handling of this matter did its mandate to consult with WRMC and to ever seek our opinion or even the opinion already is an act of treason against WRMC. To refuse to consider our perspective and to take unilateral action belittles us as an organization and mocks us as a collective body and as individuals.

The Case for Precedent

Included with this letter you will find documents showing the history of depreciation at Middlebury College and at the main campus. You will find that the Finance Committee's decision is contrary to established precedent and accounting practices at Middlebury College. You will also see it explained that WRMC intentionally jump through far more hoops with the college than a "Finance Committee Request".

WRMC often makes purchases, which exceed $10,000. Finance Committee simply is not equipped to handle such purchases. Currently the College makes WRMC go through an open bidding process for such purchases and requires the station to get quotes from a number of resources, before they are signed off by the school administrators.

The Finance Committee has the Finance Committee Guidelines, which simply are not adequate to deal with this type of expenditure. We can only imagine that this will mean that Finance Committee will have to assume more power to set policy *ad hoc*. Like the school, they may want to have three people bid on a piece of equipment. However, they do not have the right to establish such procedure on their own. The Finance Committee guidelines clearly lay out the process by which purchases are approved or denied. Without accounting guidelines similar to the school's, the Finance Committee would be forced to accept almost any request that WRMC submitted or they would have to violate the guidelines and usurp more policy making power from the SGA.

Because all of these purchases are of a technical nature, Finance Committee would be incompetent to decide on their merit or their necessity to WRMC. This is a direct result of the highly technical nature of WRMC's equipment. Only radio station personnel with years of experience and a senior consulting engineer can make accurate determinations as to what equipment should be purchased and how critical that equipment is. Finance Committee simply does not have the capacity to make expedient, informed decisions on these matters. Every Finance Committee up until 1995 understood this. If Finance Committee desires to allocate these funds they would have to demonstrate or acquire a comprehensive understanding of broadcast equipment that takes engineers decades to learn. They simply do not have the knowledge or time to make these decisions.

Finance Committee has acted without consulting WRMC or school accountants on a matter, which is of extreme importance to the existence of WRMC. Their decision on deprecation indicates that they are planning on further expanding their power to set any policies not explicitly stated in the guidelines. They believe that they can make student organizations jump through any hoops that they decide on without recourse for appeal, because their guidelines do not explicitly outlaw such policy setting.

This, however, is ridiculous. **Finance Committee cannot set policy**. This is clear simply from the fact that the Finance Committee Guidelines must be set by the Student Senate not the Finance Committee. If this appeal fails, then the precedent will be set that Finance Committee can take unilateral action without consulting the Senate in setting policy. Such a decision would be a tragic blow to the idea of self-government for the student body.

We realize that this is been a tough semester for the SGA in its dealings with student media. I want to assure you that WRMC files this appeal with no grudges or hard feelings against the Finance Committee, Mr. Paul, Mr. Arcese or the SGA. We believe that we are simply left with no other option. We hope to follow through with the appeal in the most businesslike, professional, and non-confrontational manner possible. Enclosed you will find supporting materials that we hope you will submit to with this letter to the appeals committee. Other materials are being gathered and will be brought to the appeal hearing, if one is granted.

WKMC owns radio stations, which exceed $10 million. Finance Committee staffing is not equipped to handle such purchases. Currently the College makes WKMC go through an open bidding process for such purchases and requires us to get quotes from a number of vendors, before they are signed off by the national admin staff.

The Finance Committee has the Finance Committee Chairperson with it simply are not adequate to deal with this type of decision. We can only imagine that our will mean the Finance Committee will have to assume more power to act publicly as a whole. Called the school, they may want to have those responsible a equipment. However, they do not have the right to deal with such purchases as an ad hoc. The Finance Committee must deal with it publicly by one the process by which purchases are generated or denied. Without accountability, public scrutiny, and a clear sense of the impact a purchase would be forced to make, it is only a request that WKMC administrators or they would have to violate the guidelines and usurp more public control over from the FCA.

Because all of these reasons as part of a standard nature, Finance Committee would be inconsistent to decide on large matters or take precedence to WKMC. This is a direct result of the highly technical nature of WKMC's equipment, a relatively certain professional with years of experience, and a senior consulting structure can make accurate determinations as to what equipment should be purchased and how extensive that equipment is. Finance Committee simply does not have the capacity to make equipment decisions on these matters. Giving Finance Committee up could lead unnecessarily that. If Finance Committee simply does not have the capacity to make these decisions, they will have to determine or assume a complete knowledge of technical equipment that Radio employees decide to know. They simply do not have the knowledge or time to make these decisions.

Finance Committee has acted without consulting WKMC or technical personnel in a process, which is of extreme importance to the future of WKMC. Their decision on the matter indicates that they are planning on further expanding their power to act on policies not explicitly stated in the guidelines. They believe that they can make decisions on equipment purchasing without, know that they decide on WKMC's future without a proper knowledge. Yet, they do it in a politically sensitive such policy setting.

This, however, is fallacious. Finance Committee cannot set policy. This is clear simply from the fact that the Finance Committee cannot be set by the Student Senate and the Finance Committee. If this were so, then the procedure will be as that Finance Committee can make decisions without consulting the Senate in setting policy. Such a decision would be a slap in the face of self government for the student body.

We realize that this is been a tough decision for the Senate to deal with in such matter. I want to assure you that WKMC takes great with its grades or lack of feelings against the Finance Committee, Mr. Ryan Mr. Finance or the FCA. We believe that we are acting in WKMC's best interest. We have a fully through with the appeal in the most [illegible] and non-controversial manner possible. Indeed you will find supporting [illegible] and [illegible] will submit a [illegible] later in the appeals [illegible]. Other [illegible] are being gathered and will be brought to the appeal hearing, if one is granted.

Sincerely Yours,

Quinn Raymond
General Manager
WRMC 91.1 FM

Douglas Chini
Business Director
WRMC 91.1 FM

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Appendix A:

Background Information on WRMC Depreciation Account

Background to the WRMC Depreciation Account

In 1973 an agreement was reached between WRMC and the finance committee with the assistance of then assistant treasurer David Ginevan. Under that agreement it was agreed that the finance committee would provide 10% of the station's value each year in order to replace worn out equipment. While there are more exact procedures for depreciation, such as the individual item basis used this year by WRMC, this was the easiest solution at the time. Up until 1995 this was the policy followed by nearly every finance committee, including the first student led ones of the early 1990's. In the spring of 1995 then Finance Committee chair Scott Paul issued a budget to WRMC that included, amongst other large scale cuts, the elimination of our annual depreciation budget. (See attached) The general rationale provided for the elimination of depreciation that year and each successive year was that our reserves account had grown too large in anticipation of our upgrade to 1,000 watts. We accepted many of these decisions in good faith, with the hopes that depreciation would be restored after further promised meetings, but it was not. A more extensive history of these events can be found in the attached letter by Howard Young '96.5, WRMC's former General Manager.

Each successive year since 1995 the Finance Committee refused to provide funds for depreciation on the grounds that our inventories were incomplete and our account had grown too large. In the spring of 1998 then Finance Committee Chair C.J. Diamond '99 assured the WRMC board that when our reserve account was once again at a low level we would have our depreciation budget restored. This same promised was made verbally by Finance Chair David Paul '00 to WRMC General Manager Quinn Raymond in the spring of 1999.

At the beginning of this year, and specifically in late January, WRMC Business Director Douglas Chini '00 requested that a discussion be held on the restoration of depreciation. He was repeatedly assured that depreciation would be restored once it became clear that there would be no more money in the reserve account. Despite these requests the finance committee did not set up a meeting to deal with the matter until Doug submitted a preliminary budget on the evening of April 4th. Throughout that period no one on finance committee either verbally or in written form expressed any concerns over the expenditure of the reserves on the upgrade, despite Doug's continuous and repeated reports on the status of the upgrade. At no time was any question raised as to the nature of depreciation or how it would be implemented or administered in the future.

On April 4th a budget was submitted ten days in advance of the finance committee deadlines specifically to allow finance to deal with the major WRMC issues prior to the hectic spring budgeting process. A meeting was held presenting the budget to the finance committee at WRMC on the evening of April 12th. At that meeting the WRMC board verbally asked the members of the finance committee if they had any questions or conerns *twice.* Not one was raised. Finance committee member Kaia Laursen '02 indicated that she needed time to digest the matters discussed, including

depreciation and would comment on the matter the next week. At the meeting of April 19th Doug Chini once again asked if there were any questions regarding the budget. There were none. On April 27th, in accordance with the timeline set by Dave Paul at the April 19th meeting Doug Chini submitted the complete WRMC Inventory and explained the full WRMC request for depreciation in a detailed fifteen minute explanation. At the conclusion of that presentation Doug Chini asked *twice* if there were any questions or concerns. There were none.

Within the next three weeks WRMC's ongoing upgrade will eliminate the remaining funds in our reserve accounts, and the station will be unable to replace equipment as will become absolutely necessary starting June 1st. The lack of funds beyond this point leaves WRMC's future in dangerous waters, as equipment will soon begin to fail to the point that the stations ability to broadcast will be severely if not completely impaired.

How Depreciation of WRMC's equipment functions

The WRMC Depreciation accounts purpose is to provide money to replace the lost value the stations equipment suffers each year from wear and tear and technological change. Each year the finance committee contributes an amount representing the value of the wear and tear for the following year into the WRMC depreciation account. The purpose is to ensure that the net value of the station, be it either in liquid assets (cash) or physical equipment, remains at a generally fixed level.[1]

Contrary to prevailing opinion the money disbursed each year for this purpose was not intended to be spent in its entirety each year, but rather to deal with the planned replacement of equipment. The most important result of this is that the WRMC depreciation account is *supposed* to vary greatly in size depending on the equipment that is replaced. This variance is a result of the nature of the equipment being depreciated: Some items that are replaced in a given year (when they reach the end of their ten year life cycles) do not cost very much, such as CD players. Other items such as mixer boards and our transmitter equipment have enormous costs. In years during which the station has no major equipment reaching the end of its life cycle, the expenditures will be very little, and the account will build up to very high levels. This surplus is only temporary however; when the station has to replace expensive items like its antenna and transmitter (such as is the case this year) then this surplus will be wiped out over night. As a result the amount of expenditure from the depreciation account will always vary greatly from year to year.

To assist in providing a more detailed analysis of the amount of depreciation WRMC's equipment has undergone, each year WRMC does an inventory of the present

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[1] From 1973 until 1995 this amount remained stable; each year the station lost money from wear and tear, and the finance committee provided depreciation funds to make up the difference. But from 1995 onwards the committee chose not to provide depreciation. In the first couple of years following this decision the effect was minimal because interest earned on WRMC's reserves helped offset the loss of duns, a loss which mainly impacted WRMC's cash reserves. The failure to depreciate last year represents the first time a failure to depreciate has actually reduced the station's net value.

value of it's equipment. In years in which this occurs WRMC can request the exact amount of money lost (see attached inventory). In years in which this inventory is not accurate enough (the vast majority) the finance committee has traditionally provided 10% of the stations replacement value in the annual depreciation budget (Conceivably allowing the station to replace all of its equipment within ten years). *Though the amount of expenditure will vary greatly from year to year, a failure to provide the annual depreciation budget each and every year, regardless of expenditure, will waste previous finance committees investment's in nearly $150,000 worth of student purchased equipment and eventually destroy WRMC.*

Some additional notes should be made with as regards how the money is spent. First, equipment purchased from the depreciation account will almost never be an identical replacement part. As the quality of broadcast equipment changes rapidly and formats and standards change, it is inevitable that the station will replace older equipment with newer equipment that reflects these developments. To help understand the current status of the depreciation account the following statement lists the current expectations for the costs of the 2,900 watt upgrade project. Once the upgrade is complete it is obvious that no money will remain in the account to cover the wear and tear the rest of the stations equipment has undergone over the past five years.

Current financial status of the WRMC Depreciation account:

Current Amount in the WRMC Reserve Account	*$60,000*
Expected Expenditures in the next six weeks:	
Transmitter	$15,000
Remote Control	$2,900
CAT link	$6,000
Antenna	$11,000
Antenna mount	$2,500
Wire and brackets	$1,000
Equipment racks	$1,000
Rack Hardware	$100
HVAC unit	$4,000
Rigging	$5,000
FM receiver	$350
Mirkwood Engineering	$4,000
Construction	uncertain

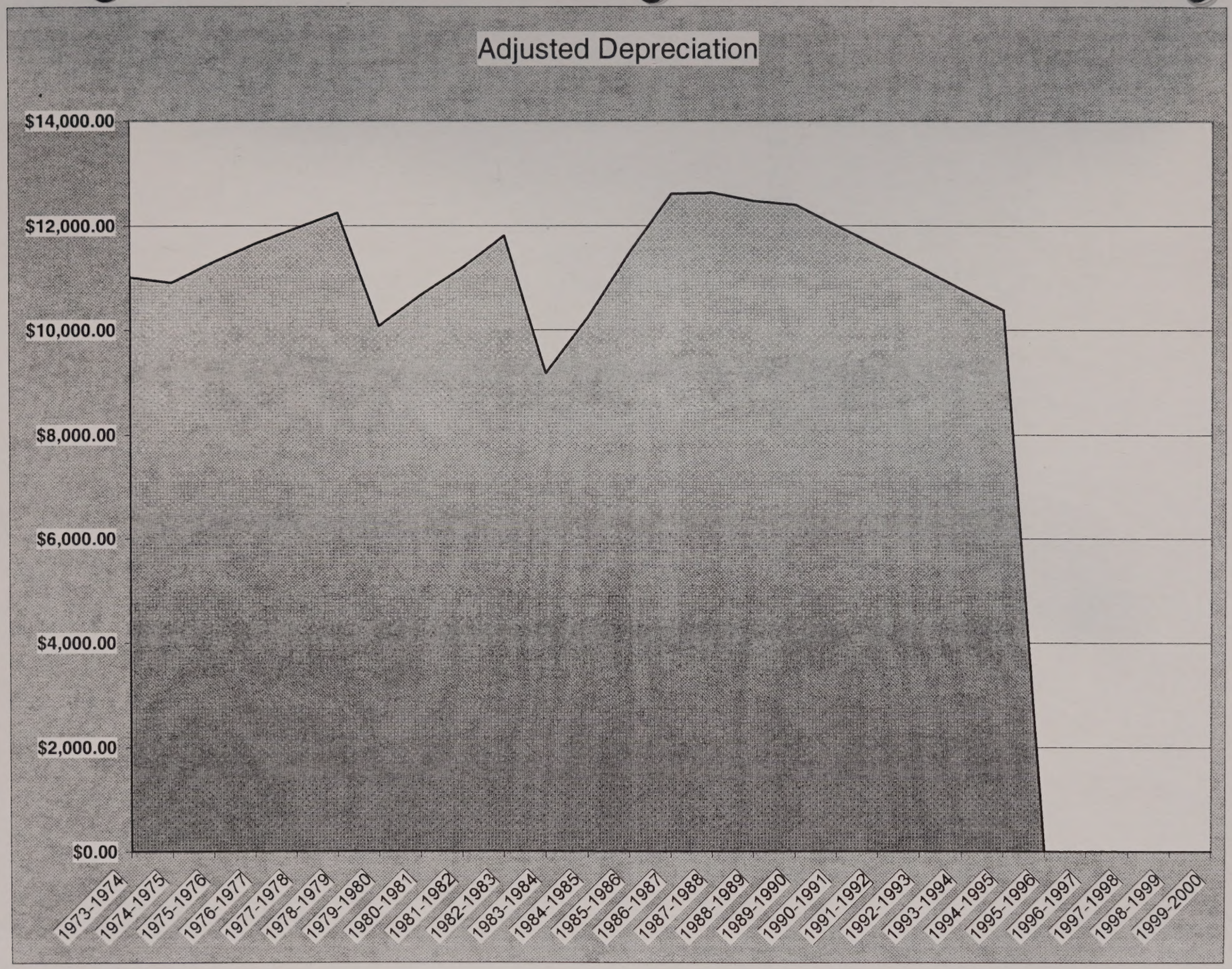
value of it's equipment. In years in which this occurs WRMC can require its asset amount of money (see detailed inventory). In years in which the inventory is not accurate enough (the year [illegible]) the Finance committee has traditionally provided 100% of the station's requested amount in a manual determination basis (Conservatively allowing this station to replace all of its equipment within ten years). Though the amount of expenditure will vary greatly from year to year, a policy to provide the annual depreciation funding each and every year, [illegible] of operations, will insure proper fiscal management. Depreciation is worth $7,30,500 and is a [illegible] provided equipment and [illegible] WRMC.

Since a [illegible] should be made with [illegible] money is spent. First, equipment purchased from the depreciation account will almost never be an [illegible] replacement part. As the quality of broadcast equipment changes rapidly and [illegible] also [illegible] [illegible] the station and reduce old equipment with newer more [illegible] that reflects these developments. To help [illegible] [illegible] the [illegible] the following [illegible] the current expenditures on the costs of the 2,500 watt upgrade project. Once the upgrade is [illegible] it is only [illegible] money will [illegible] the station to cover the [illegible] the level of the station equipment has undergone over the past five years.

Current financial status of the WRMC [illegible] accounts:

Cumulative Amount in the WRMC Capital Account	300,000
Expected Expenditures in the next six weeks:	
Transmitter	111,000
Pentium Cluster	52,000
CAT unit	[illegible]
Antenna	341,000
Antenna motor	52,000
Wire and hardware	51,000
Frequency [illegible]	41,000
Rack Hardware	5,000
50 VAC unit	34,000
Filter [illegible]	55,000
FM exciter	[illegible]
Advanced Engineering	34,000
Contingency	[illegible]

Total expenditures	*$45,350 plus construction*


Adjusted Depreciation
$14,000.00
$12,000.00
$10,000.00
$8,000.00
$6,000.00
$4,000.00
$2,000.00
$0.00
1973-1974
1974-1975
1975-1976
1976-1977
1977-1978
1978-1979
1979-1980
1980-1981
1981-1982
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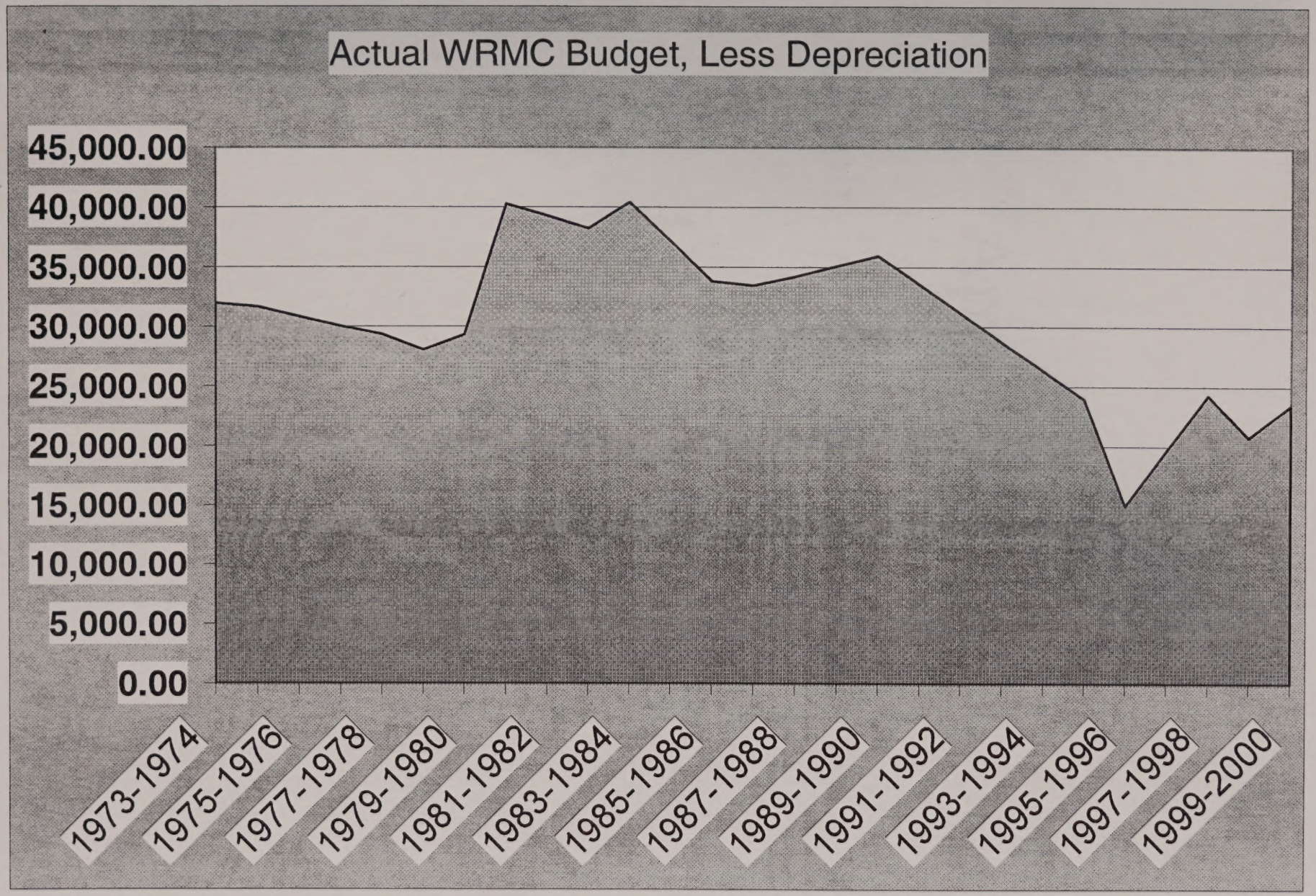
1995-1996
1996-1997
1997-1998
1998-1999
1999-2000

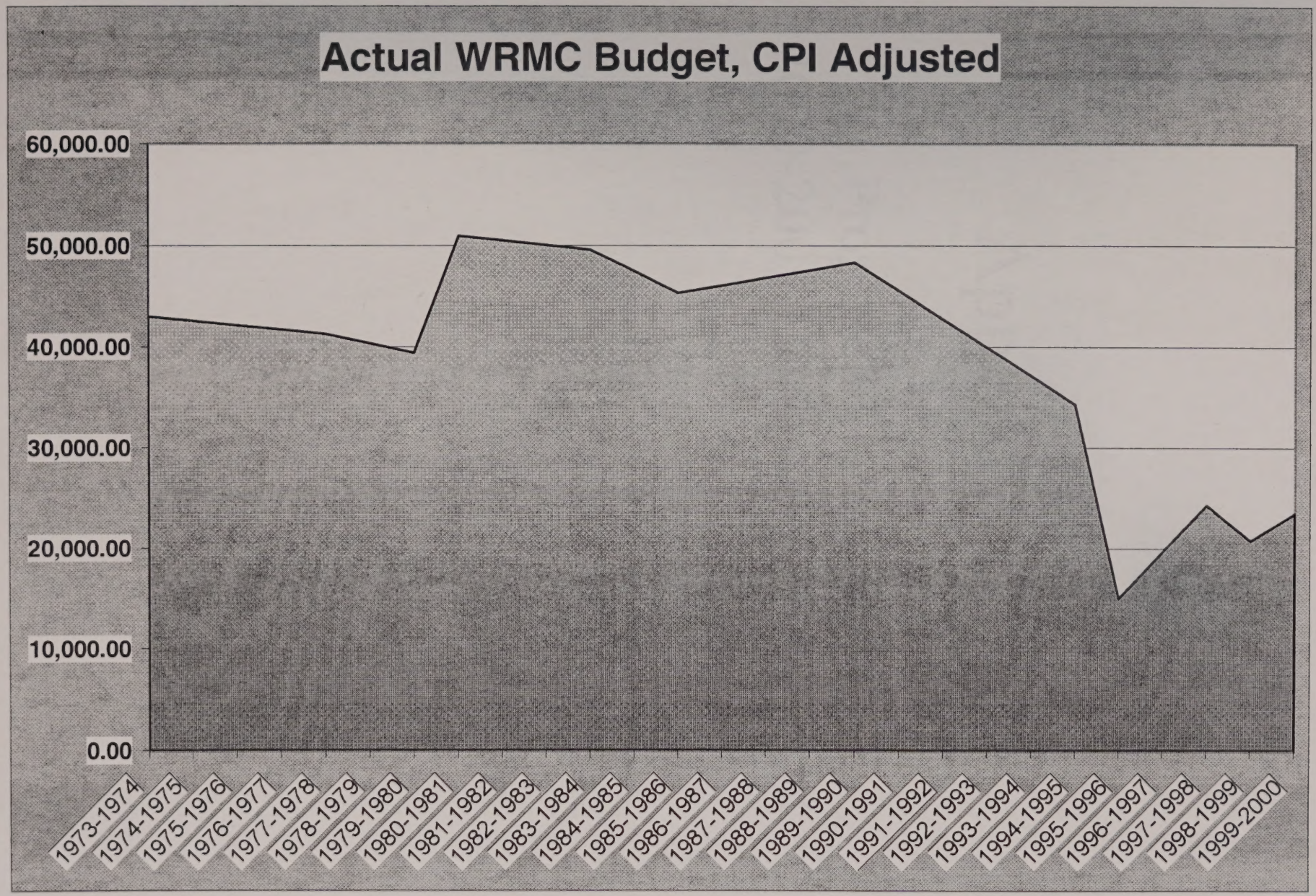
Appendix B:

Graph: Actual WRMC Budget, Less Depreciation


Actual WRMC Budget, Less Depreciation
45,000.00
40,000.00
35,000.00
30,000.00
25,000.00
20,000.00
15,000.00
10,000.00
5,000.00
0.00
1973-1974
1975-1976
1977-1978
1979-1980
1981-1982
1983-1984
1985-1986
1987-1988
1989-1990
1991-1992
1993-1994
1995-1996
1997-1998
1999-2000

Appendix C:

Graph: Actual WRMC Budget, CPI Adjusted


Actual WRMC Budget, CPI Adjusted
60,000.00
50,000.00
40,000.00
30,000.00
20,000.00
10,000.00
0.00
1973-1974
1974-1975
1975-1976
1976-1977
1977-1978
1978-1979
1979-1980
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1981-1982
1982-1983
1983-1984
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1991-1992
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1996-1997
1997-1998
1998-1999
1999-2000

Appendix D:

Proposed Contract for 2000-2001 Depreciation Account

An agreement between the Middlebury College Student Finance Committee and the Middlebury College Radio Service (hereafter referred to as WRMC)

Both groups agree to the following:

1. One half of WRMC's requested depreciation allocation as amended on April 27, 2000 is to be granted immediately (_____). These funds are to be allocated with the WRMC Budget for FY 2000-2001.
2. The Student Finance Committee and WRMC will reach a mutually acceptable understanding of the accounting practices for WRMC's annual depreciation request by _____.
3. The Student Finance Committee agrees to reserve funds representing the second half of the WRMC depreciation request with the funs representing the student activities fee for the next fiscal year. These funds are set aside so as to ensure there will be enough funds to properly pay for the remainder of the WRMC depreciation request for FY 2000-2001 once an agreement has been reached regarding the accounting practices for WRMC's annual depreciation request.
4. The Student Finance Committee supports the idea that it is their responsibility to provide depreciation funds for WRMC's equipment. The Student Finance Committee agrees that a discussion will be held to determine the proper accounting procedures for the WRMC annual depreciation request. Once an agreement has been reached based on that discussion, the second allocation of the WRMC annual depreciation request will be granted using revised calculations based on that agreement.
5. The Student Finance Committee recognizes that the allocation described in point 1 is only part of the WRMC annual depreciation request for FY 2000-2001. A second allocation will be made once an agreement is reached on accounting procedures for the WRMC annual depreciation request.
6. In good faith the new Chair of the Student Finance Committee Brian Arcese '01 and WRMC Business Director Doug Chini '00 will attempt to develop a mutually agreeable method of accounting for the WRMC annual depreciation request before May 21st, 2000. If such a method is developed prior to the start of the next fiscal year, and is acceptable to both the Student Finance Committee and WRMC, than WRMC's annual depreciation request will immediately be granted in its entirety according to the mutually agreeable method of accounting along with the WRMC Budget for FY 2000-2001

Agreed to this_____2000

Douglas Chini
Business Director
WRMC 91.1 FM
Middlebury VT

Brian Arcese
Chair, Student Finance Committee 2000-2001
Middlebury College Student Government Association
Middlebury VT

Appendix E:

1995-1996 WRMC Budget

WRMC
1995-1996 Academic Year

Business:		
Telephones	~~$1200.00~~	$600
-Bookstore expenses	$ ~~50.00~~	$20
-Printing (program log, decals, posters)	$ ~~524.00~~	$150
-Printing, FMPhasis	~~$2000.00~~	$750
-Postage	$ 100.00	
Total	$3874.00	
Music:		
Membership/Publications		
-Intercollegiate Broadcasting Service	$ 95.00	
-ASCAP membership	$ 360.72	
-National Federation of Community Broadcasters	$ 150.00	
-CMJ Report	$ 295.00	
-Subpop Membership	$ 60.00	
-Village Voice Subscription	$ 60.00	
-Boston Phoenix Subscription	$ 60.00	
-Vibe Subscription	$ 12.00	
-The Source Subscription	$ 20.00	
-Weekly World News Subscription	~~$ 30.00~~	ϕ
Departmental Budgets		
-Rock /Urban Contemporary	$ 300.00	
-Classical	~~$1500.00~~	200
-Jazz	~~$1000.00~~	250
-Folk/Blues/Country/Women's Voices/Specialty	~~$ 500.00~~	300
Total $1000 For all music	$4442.72	
Depreciation		
-Replacement Equipment	~~$9436.00~~	ϕ
News:		
-Associated Press Newspower	~~$4343.30~~	
-Associated Press Newsdesk Software Leasing	~~$ 274.50~~	ϕ
Total	$4617.80	
Engineering:		
-Repairs, Carts	$ 300.00	
Programming		
Promotional Expenses (CD giveaways, contests, etc.)	~~$500.00~~	ϕ

Special Productions:		
-Performer's Fees	~~$12,000.00~~	$10,000
-Sound Equipment	~~$3000.00~~	
Total	~~$15,000.00~~	
Subtotals:		
Business	$3874.00	
Music	$4442.72	
Depreciation	$9346.00	
News		
$4617.00		
Engineering	$ 300.00	
Programming	$ 500.00	
Special Productions	$15,000.00	
Grand Total	~~$38,079.72~~	$14,032.7

We had two goals for this years budget. The first was to comply with your request to lower our budget without compromising the viability of WRMC as a college radio station. The second goal was to increase our concert budget to a level that would allow a greater range of bands for the entire campus. In response to your request, we cut down on music expenditures and other areas. However, we are looking for a large increase in Special Productions fees. When total, the 1995-1996 budget represents an increase from last years budget. I realize that this is not exactly what the finance committee was hoping for, but we feel that the changes are reasonable when considering the general welfare of the college.

With respect to our first goal, we feel that we have accomplished this reasonably well. Excluding the increase in our concert budget, we cut nearly $3000 that we felt was not being used to its best potential. I also realize that more cuts may be made in the budgeting process, but we at WRMC feel that this budget complies with your 10% reduction request. I ask you to respect the intelligence of our informed decisions on what is best for the station. There is room to haggle on this budget, but please don't cut our budget for the sake of cutting alone.

With respect to our second goal, you are probably asking yourself just what we are thinking asking for $15,000 for concerts. Let me respond that concerts are a special case of budgeting. This is money spent for the good of the entire campus. Ideally, concert money could be raised from MCAB or commons, but unfortunately this is not the case. We have found other groups most unwilling to cosponsor events with us. WRMC on the other hand, has been open-minded with our

Appendix F:

1998-1999 WRMC Budget Proposal

VII. The Depreciation Account

In this section we attempt three tasks: first, we show the essential nature of a depreciation account for a organization whose equipment value will exceed $100,000 after the upgrade; second, we give an overview of the past issues surrounding depreciation, and the tradition of your predecessors; third, we offer a solution to this which we hope you will find in your favour. Finally, we give a list of expected replacements and an explanation of our depreciation methodology.

First, the Depreciation Account, as you may already know, is an important part of any corporation or organization which is in constant need of capital to replace out of date, worn out, and damaged equipment. Further, our current account of $99,000 will surely be extremely depleted, as the cost of the upgrade project is estimated at just under $100,000 this summer. This means WRMC may start the year not being able to replace *any* equipment.

Second, this account has been around as far as our records go (April 25, 1973). To the best of our knowledge, and those who we have consulted, the station has never been deprived of this necessity until that faithful budget of 1995-1996 (See Appendix for brief history of requests and grants to this account, and for a brief history provided by our former GM Howie Young). The situation is apparently changing.

Third, we will offer a solution. This proposal is not original. It was partly from a budget proposal written for the year of 1974-1975, and partly from a custom followed before 1995. We will allow the committee to approve all expenditures coming from the depreciation account up to the amount which will be allotted for that year, any expense above that amount which digs into previous rolled over allocations will follow the current procedure (i.e. the approval of Student Activities,...etc.). Also, we will attempt to make plans for the replacement of equipment which look at least 3 years into the future- thus showing that there is an *actual* need for these funds. Although the list of equipment to be replaced won't be binding, because some flexibility is needed for unexpected equipment failures, every attempt to follow it shall be made by the directors and the Finance committee. Finally, we will selectively quote the 1974-1975 budget proposal as a guideline for the staff and the Finance committee.

4/14/98

WRMC Anticipated Depreciation Account Spending 1998-2001

-Stereo receiver for WRMC office (our current model is in rough shape)	$225
-Production Studio console.	$4,345
- DAT recorder	$625
-Most if not all cart machines (4)	$1,500 each = $6,000
-4 Technic Turntables	$600 each = $2,400
-2 Office Audio Monitors	$100 each = $200
-4 Professional Cassete Decks	$200 each = $800
-4 CD Players	$125 each = $500
-1 Studio amplifier	$200
- 2 "Direct Boxes"	$100 each = $200
- Digital Remote Broadcast Unit	$8,495
-2 Stereo distribution amps	$3,000
-Headphone amplifiers	$200
Total	**$27,190** 10,000
	15,000

**This does not include any emergency repair costs or equipment that might unexpextedly break down.*

IX. WRMC 1998-99 Budget Proposal Breakdown

Subtotals	*Amount*	
-Business	~~$2585-~~ ~~4625~~	4500
-Music	$4019.12	
-Engineering	$1500-	2250
-Special Productions	~~$12,000-~~	7000
-Sports	$588-	
-Depreciation	~~$9512-~~	
-News	~~$6015-~~ ~~5315~~	5650
TOTAL:	**$36,219.12**	19,882.12

~~20,082.12~~

$20,832.12

Sincerely,

Dominik Kurnatowski-Zynis
WRMC Business Director

100 news -close

~~[illegible]~~ ~~[illegible]~~
Special Productions

$ 20,082.12

Notes: Special Productions: While we agree that WRMC should host concerts, we feel that currently they have too many. They should be used to promote the station. 2 large concerts per year would focus more attention on WRMC. The current effect of the concerts is diluted by the frequency with which they occurr.

~~We have in~~

X. The Appendix

Here are some of our past request for the Depreciation Account, and what Finance Committee actually gave us.

When	*What we asked for:*	*What was given us:*
88-89	$????	$9200
89-90	$9200	$9200
90-91	$????	$9200
91-92	$9436	$9436
92-93	$9436	$9436
93-94	$9436	$9436
94-95	$9436	$9436
95-96	$9436	-0-
96-97	$9436	-0-
97-98	$3000	-0-
98-99	$9512	??????????????

This is a letter from Howie Young, one of our ex-GM's, who actually was here when WRMC stopped receiving the allotments to the Depreciation Account. He gives a brief history of what occurred during his tenure:

April 11, 1998

Kevin,

After our conversation this afternoon, I wanted to give you a little background on the depreciation account and its recent history. Unfortunately, this account has been a point of major contention between WRMC and the Finance Committee since 1995. Even more unfortunate is that much of the contention was based on simple misunderstanding and lack of communication. First I'll go through the history.

At the end of the 1994-95 school year, the Finance Committee decided that the WRMC depreciation account needed to be rethought. The WRMC staff did not disagree with this and accepted our 95-96 budget with the understanding that depreciation would be worked out the following fall. This issue was never settled, despite numerous meetings in the fall and winter.

Towards the end of the 95-96 school year, WRMC was told that there was no more money to add to the depreciation account even if it was worked out, so we grudgingly accepted our fate with more assurances that the depreciation issue would be settled with the year end budgeting process. It was not.

Despite reevaluation of our inventory, and each pieces life-span and replacement value (a job in which you participated), WRMC was not issued a depreciation budget. This time no explanation was give, other than well talk about it. Throughout meetings and private discussions, I was never given an explanation for the decision. The following February, I left the WRMC staff, having never come to a conclusion on the issue.

As is the nature of college groups, there has been a large amount of turn-over on both the Finance Committee and WRMC staffs since the spring of 1995. I fear that now this lack of institutional memory has fuzzied the memories of both parties. Our talk brought up a few misconceptions that seem to exist between the two groups.

First, the purpose of the depreciation budget seems to be fairly clear, though not crystal. Indeed the depreciation budget replaces equipment when it fails. However, it is primarily concerned with the planned replacement of equipment. Ideally this means that the budget is spent as planned every year. When it was decided that the WRMC depreciation budget would be allowed to grow to cover costs associated with a new transmitter / antenna set-up, things became a little sticky.

For a reason that only Charlotte Chase is aware of, when a student activity depreciation budget has money at the end of the year, the money is then rolled into an account that the Finance Committee does not have control over. Presumably, it is to keep the spending habits of one Finance Committee from influencing those of another; it would open up an awfully large can of worms to allow a finance committee to un-allocated or reallocated student activity dollars that were generated and allocated by another Finance Committee! Either way, that fund is then controlled by the students representative of the college, i.e. the Vice President for Students and/or the Student Activities office. Thus, when the Finance Committee stopped granting a depreciation budget for WRMC, they effectively lost control over the spending within the depreciation budget; more precisely, they discontinued the part they control (that which is allocated each year), and then WRMC had to make depreciation expenditures out of the money that was set aside in years past.

Additionally, as you know, the depreciation budget is hardly a discretionary fund. WRMC staff has to jump through many more hoops to get Student Activity approval for depreciation expenditures than was ever necessary with the Finance Committee. It took Jessee Cunningham four months to get approval to replace the un-repairable WRMC computer in 1994. Charlotte Chase, Tiffany Sargent, and Don Wyatt would have to see numerous write-ups and competitive bids before signing off on purchases.

So where to go from here? I would suggest that you sit down with the finance committee and figure out a formula for determining the depreciation account. To talk pure dollars will cloud the issue. It is clear that the Finance Committee sees the need for a depreciation budget; I am confident that the Finance Committee would not want to see $200,000 plus worth of student-owned equipment become obsolete because they didn't want to grant a depreciation budget.

I look forward to hearing how things turn out.

Rock n' Roll
Howie

Finally, here is outlined the equipment we plan on replacing in the next three years:

"The Board of Directors of WRMC is interested in two things: 1) a clear understanding of the purpose of the depreciation account and 2) making those funds readily available for the purposes for which they were set aside. With the assistance of David Ginevan, [then] Assistant Treasurer and Budget Director, and Chris Brown, Director Emeritus of WRMC, we have reached the following conclusions:

1. The purpose of the depreciation account is to set aside funds for replacement [of] major capital equipment which is either worn out or which the Board feels should be taken out of use.
2. The fund is set at roughly 10% of our insured (replacement) value per year which ideally means that the station could be completely replaced every 10 years.
3. Since WRMC has no regular means of making capital improvement and making improvements (technical not programming) in the service provided, depreciation may be used to upgrade as well as replace equipment.
4. The depreciation account belongs to WRMC. The College's interest is in that it is not wasted or spent haphazardly.
5. ... 6. WRMC should make long range (more than one or two years) plans for depreciating equipment, the future of the service WRMC provided and the plant it uses..."

Finally, we will give a list of expected replacements in the next two years (see Appendix), and comment on our methodology. We hope the in the following year this list of equipment could be used as a guideline for the replacement of equipment. As to our methodology, we will continue to follow the traditional accounting technique used at WRMC which is to take 10% of the insurance value of the inventory. This means that everything is given an average life-span of 10 years. The rational for this technique is for its simplicity. Our Business Director (*hint, hint :)* is not paid. We hope to eventually use a more complex method of accounting, however, the 1994 inventory, which contained projected life-spans, can't be found at WRMC or Student Activities. We hope that the committee, in light of all of the above, will find the proposal a reasonable one.

1997-1998 Depreciation Account Allotment	*-0-*
1998-1999 Depreciation Account Allotment Request	**$9512-**

Appendix G:

WRMC Annual Report and Budget Request for Fiscal Year 2000-2001

WRMC 91.1 FM

Annual Report and

Budget Request for FY 2000-2001

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I Concise Budget Request for FY 2000-2001

Account Number	Request	Granted
99-340 Engineering	$6,500.00	
99-341 Supplies	$675.00	
99-342 Promotions and Concerts	$6,700.00	
99-343 Fees/Subscriptions	$9,193.00	
99-344 Music and Content	$2,000.00	
99-345 Depreciation	$13,000.00	
99-346 Travel	$675.00	
99-347 Fundraising	$0	
99-348 Facilities	$600	
99-349 Underwriting	$0	
99-350 Printing	$900	
99-351 Stipends (separate budget)	($3,700)	
Total Request	**$40,243**	

II Background

The Year in Review

The 1999-2000 school year has been by any reasonable accounts the best year in WRMC's recent history. The station has been running 24 hour programming for nearly the entire year, and the quality of content has never been better. The stations new internship program has meant that all DJ's have had at least one semesters experience before being put on air alone, ensuring their abilities to run good shows. In addition our music department has implemented a rotation system for the first time in WRMC's history. Under the new system our rock DJ's are required to play five songs each show from a list of thirty chosen every two weeks by our Music Director, Otis Hart. The result has been to give WRMC a unique and recognizable "sound" for the first time in its history. To help develop a sense of community that had been lacking amongst the stations managers and DJ's, the music managers began a series of weekly meetings with their DJ's in order to inform them of new music and update them on changes in the station. Over J-Term we began a series of mandatory and elective workshops for DJ's, a program that will hopefully become an annual event. We also created *The Smell of Outdoor Cooking* a newsletter that comes out four times a year for current DJ's and alums, featuring station news and music reviews. Zachary Manganello '03 has become the stations first real technical director in many years and has created a seven person tech crew to assist him, the first time such a group has existed in recent memory.

This year also marked a tremendous turning point in the stations history. In October of this year the station's request for an upgrade from 100 to 2,900 watts to the FCC was approved, and we expect to begin initial broadcasts at 2,900 watts at the end of this semester. This upgrade will increase our listening audience from around 50,000 to over 200,000. At the same time the station began broadcasting on the internet for the first time ever, following tests in the spring of 1999. This means that alumni and students can now listen to WRMC throughout the world, and we'll be expanding our Internet presence in the next few months with the addition of a Windows Real Media server. Finally the station took a big step towards improving the stations physical security with the installation of a magnetic keyless entry system on the front door that uses student's MiddCard's. The system allows us to limit access to students on an individual basis, record every entry to the station, and automatically have the station lock it-self down during holidays. Finally in the fall we celebrated the station's fifty anniversary, and brought back alums to see a guest lecture by former WRMC members Jim Douglas '72 (Vermont's State Treasurer), Frank Sesno '77 (CNN's Washington Bureau Chief), and station founder John Bowker '52 (a former consultant to RCA).

Despite all of these exciting changes, our main priority remains the quality of our broadcasts. This area has seen as much improvement as the other areas of the station. The station is broadcasting 24 hours a day for the second year in a row and has dramatically decreased the number of missed shows. At the same time the DJ's have become far more proficient on-air, a result of the mandatory retraining all DJ's received in station policy and FCC Guidelines. The station's directors plan to release a new handbook (which has not been updated in five or six years) that will include all of this information in written form. The quality of our news department

II Background

The Year in Review

The 1999-2000 school year has been by any measure an account the best year in WMAC's history. The station has been nominated for 34 Emmy nominations, for nearly the entire year, and the quality of content has never been better. The station new advertising program has meant that all DJ's have had at least one [illegible] requirement is for being put on a show, assuming their abilities to run good shows. In addition, [illegible] dramatic improvement and a production system for the first time in WMAC's history. Under the new system, only DJ's are required to play five songs and know how a lot of [illegible] every two weeks by [illegible] Director – Gabe Hart. The month has been to give WMAC's image and management "control" for the first time in the history. To help develop a sense of consistency that had been lacking in the station management and DJ's, the station instituted a series of weekly meetings with every DJ's in attendance. [illegible] the station instituted a series of changes in the station. Over 3-Teen we began a series of marketing and [illegible] campaigns, a program that will be [illegible] in another week. We also started the "[illegible] Contest" a new [illegible] that [illegible] a year. In [illegible] DJ's and [illegible] Contest, [illegible] Mangrove, Zachary Mangrove, Jill Tan became the station's first and [illegible] director to [illegible] and [illegible] a [illegible] position [illegible] station. The [illegible] the station's group has [illegible] [illegible] [illegible].

The year also observed a [illegible] in the station's history. In October of this year the station's [illegible] for [illegible] from 100 to 2,000 watts [illegible] the FCC was approved, and we began to begin initial [illegible] at 2,000 watts [illegible] of the [illegible]. This upgrade will [illegible] the [illegible] station [illegible] to cover [illegible]. At the same time the station began broadcasting on the internet for the first time ever, following [illegible] in an effort of 1999. The means that students and students can tune in to WMAC [illegible] the week, and we'll be [illegible] our listeners [illegible] in the near few months with the addition of a Wind [illegible] station. Finally the station was a big [illegible] in [illegible] the station [illegible] security with the [illegible] of a [illegible] security system [illegible] from [illegible] students' [illegible]. The system allows [illegible] to [illegible] on [illegible], [illegible] every [illegible] station, and [illegible] the station [illegible] down during [illegible]. Finally, in the fall we [illegible] the station's [illegible], and [illegible] back [illegible] to see a [illegible] by [illegible] WMAC [illegible] the [illegible] "[illegible] Tomorrow, Hank Sawa, [illegible] Washington [illegible] Clash, and [illegible] Jude [illegible] [illegible] Farms [illegible] in [illegible].

Despite all of these exciting changes, our main priority remains the quality of our broadcasts. This year has seen a much improvement in the other areas of the station. The station is [illegible] 24 hours a day for the normal year [illegible] and has dramatically [illegible] the number of [illegible] shows. At the same time the DJ's have become far more professional, a result of the mandatory scheduling all DJ's received in station policy and FCC [illegible]. The station's director plan to release a new handbook [illegible] has not been updated in five or six years, but will include all of this information in written form. The quality of our news department

continued to grow, with daily talk shows every night at 5 PM for the first time in many years and six newscasts a day, the most ever including two in house, half hour length shows on Tuesdays and Thursdays. Four members of the news department also traveled to New Hampshire in February in order to cover the Presidential primaries and the department recently interviewed Noam Chomsky.

WRMC Budget Report for FY 1999-2000

WRMC has generally been right on budget this year, but there have been some noticeable difficulties. Most significantly the enormous overrun in the office budget and the lack of expenditures in the other accounts has made it very clear that the nature and purpose of the individual accounts needs to change. Additionally the sale of t-shirts purchased for the fiftieth anniversary celebration were significantly lower than the amount purchased, although another sale of the shirts is planned for mid April.

Initial Outlay

$ 23,800

Total expenditures to date

$ 14,399

Allocated Funds

$ 3,900 in engineering consulting fees for station compliance and the upgrade to 2,900 watts

$800 in end of the year music purchases

$3,500 for Sepomana concert

$100 in office supplies

$200 in telephone calls

$100 in engineering supplies

$600 for a rack-mount CD Burner

Expenditures and Allocations To Date

$ 23,599

III Proposed Changes

New Accounts

Many years ago it was traditionally the responsibility of WRMC department managers (music, special productions, etc.) to submit budget requests for their individual departments to the budget director, who would then submit them as a unified budget. As a result the station's accounts came to reflect these internal departments rather than the purposes for which the money was being allocated. Following the adoption of the new constitution last year the position of Business Director became one of five executive positions, which is now responsible for creating and maintaining the budgets for the whole station. In order to do this and to make management of its finances more sensible WRMC is reorganizing its accounts to reflect the manner in which the money is spent as follows:

Old Account Numbers

99-340 Business
99-341 Underwriting
99-342 Sports
99-343 Music
99-344 Special Production
99-345 Reserves
99-346 Gift
99-347 Program
99-348 News
99-349 Engineering

New Account Numbers

99-340 Engineering
99-341 Supplies
99-342 Promotions and Concerts
99-343 Fees/Subscriptions
99-344 Music and Content
99-345 Depreciation
99-346 Travel
99-347 Fundraising
99-348 Facilities
99-349 Underwriting
99-350 Printing
99-351 Stipends

Stipends

In past years the three positions that were considered the most important and time consuming at WRMC, General Manager, Program Manager, and Music Director, were given stipends. This year the General Manager received $1,200 for the full year and the other two positions received $1,000 a piece. Unfortunately these stipends no longer accurately reflect the amount of work required at a 2,900 watt radio station, nor the changes in leadership responsibilities following the adoption of our new constitution. The WRMC Board now consists of five elected directors (General Manager, Program Director, Music Director, Business Director and Special Productions Director). These elected directors in turn appoint departmental managers, such as the genre managers, program managers etc. The end result has been to greatly increase the workload for the Business Director and Special Production Directors, who have taken on and consolidated responsibilities from many other positions. At the same time the workload of each of the directors has increased dramatically in order to maintain the level of professionalism required of a station that will soon reach both Burlington and Rutland. As a result of these changes, all five positions should receive stipends in order to ensure the staff's dedication to maximizing WRMC's quality at 2,900 watts.

Itemized Stipend Requests:

Position	**Annual Stipend**	**Weekly Hours**
General Manager	$1,000	25 hrs/week
Music Director	$800	20 hrs/week
Business Director	$650	16 hrs/week
Program Director	$650	16 hrs/week
Special Productions Director	$600	15 hrs/week

Total Stipend Requests: $3,700 (a $500 increase)

Salaries

In past years the three positions that were considered the most important and time-consuming at WZMC, General Manager, Program Manager, and Music Director, were given raises. This year the General Manager received $1,200 for the full year and the other two positions received $1,000 a piece. Unfortunately these amounts no longer accurately reflect the amount of work required at a 2,500 watt radio station, nor the changes in leadership responsibilities following the adoption of city-wide governance. The WZMC Board now consists of five elected directors (General Manager, Program Director, Music Director, Business Director and Special Productions Director). These elected directors in turn appoint department managers, such as the news manager, program managers etc. The one small bar board is greatly increased workload for the Business Director and Special Productions Director, who have taken on and consolidated expanded duties from many other positions. At the same time the workload of each of the directors has increased dramatically in order to maintain the level of production required at a station that will even reach both the degree and format. As a result of these changes, all five positions should receive a boost in order to ensure the staff's dedication to maintaining WZMC's quality at 2,500 watts.

Proposed Salary Increase:

Position	Annual Salary	Weekly Hours
General Manager	$1,000	25 hrs/week
Music Director	$500	20 hours/week
Business Director	$500	15 hours/week
Program Director	$500	15 hours/week
Special Productions Director	$500	15 hours/week

Total Salary Increase: $3,700 (a 33% increase)

Depreciation

The history of the WRMC depreciation account is a long and tortured one and requires some explanation. As far back as WRMC's records go (1973) the station received an annual depreciation budget to replace worn out equipment and make new capital purchases. Such an account is vital to ensure that the station's equipment does not fall into a bad state of repair. Contrary to prevailing opinion the money disbursed each year was not intended to be spent in its entirety each year, but rather to deal with the planned replacement of equipment. The most important result of this is that the WRMC depreciation account is *supposed* to vary greatly in size depending on the equipment that is replaced. This variance is a result of the nature of the equipment being depreciated: Some items that are replaced in a given year (when they reach the end of their ten year life cycles) do not cost very much, such as CD players. Other items such as mixer boards and our transmitter equipment have enormous costs. In years during which the station has no major equipment reaching the end of its life cycle, the expenditures will be very little, and the account will build up to very high levels. This surplus is only temporary however; when the station has to replace expensive items like it's antenna and transmitter (such as is the case this year) then this surplus will be wiped out over night. As a result the amount of expenditure from the depreciation account will always vary greatly from year to year.

Unfortunately in 1995 the Finance Committee put a hold on its annual input into the depreciation account, stating they would deal with the matter later on that year. Despite many attempts over the past five years to have promised meetings on the matter, all of WRMC's efforts to revive the account have failed. The result has been to place the station's ability to replace its equipment in a precarious state: the money currently in the depreciation account *represents depreciation for the transmitter and antennae systems only*. The failure to depreciate the remainder (and majority) of the station's equipment for the past five fiscal years means that WRMC will be forced to ask this finance committee and future ones for greatly increased annual depreciation budgets to meet the shortfall unless the situation changes soon.

The solution to the problem is straightforward, and follows the guidelines for depreciation that had been followed every year up until 1995. Each year WRMC does an inventory of the present value of it's equipment, and the finance committee in turn provides 10% of this amount in an annual depreciation budget (Conceivably allowing the station to replace all of its equipment within ten years). *Though the amount of expenditure will vary greatly from year to year, a failure to provide this ten percent each and every year, regardless of expenditure, will impose enormous burdens on future finance committees, or waste previous finance committees investment's in nearly $150,000 worth of student purchased equipment.* More information concerning the account's history can be found in Appendices E and F at the end of this report.

Finally two additional things should be mentioned. First, equipment purchased from the depreciation account will almost never be an identical replacement part. As the quality of broadcast equipment changes rapidly and formats and standards change, it is inevitable that the station will replace older equipment with newer equipment that reflects these developments. Secondly, WRMC will also provide the Finance Committee with a detailed listing of items it expects to replace within the next three years, so the Committee has a good

measure by which it can monitors the stations expenditure from the account. To help understand the current status of the depreciation account the following statement lists the current expectations for the costs of the 2,900 watt upgrade project.

Current Amount in the WRMC Reserve Account	**$66,000**
Expected Expenditures in the next six weeks:	
Transmitter	$15,000
Remote Control	$2,900
CAT link	$6,000
Antenna	$11,000
Antenna mount	$2,500
Wire and brackets	$1,000
Equipment racks	$1,000
Rack Hardware	$100
HVAC unit	$4,000
Rigging	$5,000
FM receiver	$350
Lawes Engineering	$3,500
Mirkwood Engineering	$4,000
Construction	uncertain
Total expenditures	**$48,850 plus construction**

Underwriting and AudioVault.

In the spring of 1999 WRMC's underwriting director, Arlette Foy, initiated a trial four to six week underwriting program with four to five local retailers. Charging between $3 and $5 for a 20 second underwriting spot, the station was able to earn roughly $600 within a month and a half. WRMC believes that a year round underwriting effort once the station has completed the current upgrade process will allow the station to earn significantly higher revenues. However this effort will be difficult to sustain unless the station has implemented a digital automation solution, the most feasible of which is AudioVault. This is a result of the fact that WRMC is a college station, and as such is never on air for more than six weeks at a time. This produces two major effects: First and foremost it prevents the stations form building up a consistent audience (because listeners can never be certain we're on air) making us much less attractive to potential underwriters. Secondarily it makes it difficult to offer long term underwriting contracts because of the fact that our schedule is interrupted every five to six weeks. With the addition of AudioVault the station will run in automated mode during breaks and the summer weeks we're not on, and from 3-6 AM during the school year. This will nearly double the amount of time WRMC is on-air, while also making underwriting much more feasible and attractive for potential underwriters.

Assuming an integrated automation solution is installed and we were to underwrite for the whole year at between $6-$8 a spot, with 16 spots airing a day, annual revenues would exceed $40,000 dollars a year. To ramp up to such a level would require roughly one to two years of hard work on the part of the station's underwriting directors. Though it does involve a good deal of effort, the underwriting director's will receive 10% of all revenue generated by the program. Assuming there are two underwriting directors, they would stand to make $2,000 a year, each, for running the program. We believe this will be a strong enough incentive to ensure that the program is carried through. The cost for an initial AudioVault solution varies from $20,000 to $25,000 dollars, and the underwriting program could easily repay that amount within two years time.

The Capital Campaign

WRMC is aware that our current funding situation will remain tenuous for some time into the future, and is looking to tap into the Midd alum's who have worked at WRMC in the over fifty years it's been in existence. Towards this end the station is currently preparing to initiate an alumni based Capital Campaign in order to raise money for a long-term endowment and a near term, permanent internet presence. The current WRMC alumni list lists over 1,300 alumni who have gone on to many leading positions in broadcast and radio as well as business and a variety of other fields. Each alumnus will receive a letter explaining the campaign's purposes, a copy of our current program schedule, our latest newsletter, a return letter with payment options, and WRMC stickers. Though a scaled down version of this campaign could be handled with the station's present budget, we're hoping to receive a $1,300 loan from the Finance Committee that will be paid back with the first $1,300 dollars received back from the campaign. We are also tentatively exploring the possibility that the alumni office will partially pay for the campaign packets. If this were the case any unused money would be returned to finance. This request would be an off budget request made this year, and as such does not appear in the budget request for next year.

IV Detailed Budget Requests

99-340 Engineering

The engineering budget has one purpose: to ensure that the station's physical equipment is kept in a state of good repair and complies with the rules of the FCC. Towards that end the engineering budget pays for two things, supplies and consulting fees. To maintain the equipment the station's tech director and engineer have to purchase a large amount of electrical equipment and supplies throughout the course of the year. These supplies range from tools such as pliers and screwdrivers, expensive broadcast quality wires and jacks to small scale electronic replacement parts. Additionally the station pays on a per hour basis for a consulting engineer, Gary Savoie of Mirkwood Engineering. Gary is the owner of several Vermont radio stations and one of the finest broadcast engineers around. Gary helps the station to make repairs that are technical director can't and ensures that the equipment is in compliance with FCC rules. Additionally the FCC requires that we keep a consultant engineer who makes regular visits to the station.

Itemized Requests

Supplies	$500
Mirkwood Engineering	$6,000
Total Request	$6,500

99-341 Supplies Budget

The supplies budget pays for all of the supplies that WRMC purchases over the course of a given year, such as paperclips, pens, stickers, staplers, printer cartridges etc. (The budget does not, however, include engineering supplies, which are considered to be repairs and are placed separately in their own budget, 99-340). The station also uses roughly 100 Recordable CD's, 30-40 Minidiscs and 10 – 15 tapes in the course of a given year for archiving, duplication and field recording. In addition the station spends roughly $75 on mailings and shipping costs each year.

Itemized Requests

General office supplies, tools, computer supplies etc.	$400
Recordable Media	$200
Postage	$75
Total Request	$675

99-342 Promotions and Concerts

The Promotions and Concerts budget's purpose is to promote WRMC in forms outside of our broadcasts. These activities serve two purposes. Primarily they expand awareness of the station on and

IV. Detailed Budget Requests

99-100 Equipment

The equipment budget has two purposes in mind. The Council's physical equipment is now in a state of good repair and requires only the replacement of the P.C.'s. Towards that end the equipment budget has two items, one for new and one for replacement. In matching the equipment to the program budget and requests to ensure provision a large amount of electrical equipment and supplies throughout the course of the year. The requests include [illegible] in offices and meeting rooms, [illegible] quality [illegible] and [illegible]. [illegible] per hour for a consulting [illegible] of [illegible] Council [illegible]. One is the owner of several Vermont radio [illegible] and one of the three [illegible] Other [illegible] to meet a requirement that we [illegible] and [illegible] that the equipment is [illegible] PCC rules. Additionally the PCC requires that we keep a [illegible] of equipment [illegible] to the [illegible]

Electrical Equipment	
Supplies	$200
Mini-wood Equipment	10,000
Total Request	$2,200

99-101 Supplies Budget

The supplies budget provides for all of the supplies that [illegible] PCC [illegible] during the course of a given year, such as typewriter ribbons, [illegible], [illegible] paper, [illegible] and [illegible] requirements supplies, which are [illegible] to be [illegible] and are placed [illegible] in their own budget, 99-100). The [illegible] also [illegible] 100 Travelers (CIV), 70–10 Mimeographs and 10 – 12 [illegible] in the course of a given year for [illegible] and [illegible] in addition the [illegible] requires $75 in mailings and [illegible] each year.

Personal Expenses	
General office supplies, tools, computer supplies etc.	$400
Electronic Media	$200
Postage	$75
Total Request	$675

99-102 Promotion and Concerts

The Promotion and Concerts budget's purpose is to promote "A SAC" in some months of our broadcast. These activities serve two purposes. Primarily they expand awareness of the station in and

around campus, expanding the amount of students who take advantage of the radio station that they are paying for. Secondarily they provide additional forms of entertainment and information for Middlebury College students. WRMC concerts are designed to bring bands to campus who's music is consonant with the station's on air format, and are usually not as expensive as well known, major label bands.

Itemized Requests

Concerts	$6,500
Promotions	$200
Total Requests	$6,700

99-343 Subscriptions + Fees

This is one of the largest budgets at WRMC under the new account system, because it contains most of the station's payments to outside organizations and companies.

Each year the stations pays roughly $700 in telephone fees that are primarily used by our music director and his managers to maintain contacts with record labels. This expenditure is vital, because labels will not send us CD's if we do not keep in touch with them, and purchasing the CD's is prohibitively expensive (WRMC receives close to 150 CD's a month) In addition the sports department incurs fairly large phone bill in order to connect with the station from remote locations when it broadcasts away games.

WRMC also is a member of several broadcast organizations, some of which are voluntary and some which are mandatory. ASCAP, SESCAP and BMI are the three principle commercial licensing groups in the United States and collect royalties for nearly every commercial artist in the country. WRMC is required to pay annual fees to these two organizations, otherwise we could not legally play most of our music. Additionally the station belongs to The National Federation of Community Broadcasters and The Inter Collegiate Broadcasting Service. Membership in these groups allows the station to receive information about other college stations as well as free legal advice and support. They also provide free counseling and information on many station tasks, as well as provide a set of guidebooks for station operations.

WRMC also subscribes to several publications, which are important resources for various departments. The CMJ Music Journal is *the* journal of college music and is an enormous resource for the stations music managers, providing timely info on new releases, record performance and a yearly directory of information on other stations, labels and companies. The News Department has an annual subscription to the Addison County Independent, which is generally the station's only timely source of information on news and events in the Middlebury community. The News Department would also like to request additional money this year to gain a subscription to The Economist and U.S. News and World Report. As the Department has expanded to five full talk shows a week, there has been a corresponding

increase in the need for in-depth information on the various issues that are discussed, and these journals will hopefully fill that gap. Finally the News Department is a paid subscriber to the Associated Press's News-Power service. This service provides the station with actual Associated Press Newsfeed and the right to broadcast all content on air. The AP Newsfeed provides the content for all of WRMC's newscast, allowing us to deliver news as up to date as the largest news organizations in the world.

The station would like to once again request money to send manager's and DJ's to the CMJ Music Marathon in September in New York. The event was a great success last year and is an important way to keep our staff in touch with record labels, bands, other stations, and simultaneously keep them up to date with developments in the college music scene. The requested funding will pay for half of the registration fee for 20 students, a slight decrease from the 23 who attended last year. Finally the News Department needs $75 to pay for part of the registration fee for the Associated Press's Northeast Conference.

Itemized Expenses:

Office telephone	$700
Sports telephone	$200
ASCAP	$490
BMI	$725
SESAC	$65
NFCB	$210
IBS	$100
CMJ Music Journal	$305
Addison County Independent	$23
The Economist	$125
U.S. News and World Report	$30
AP Newsfeed and Newsdesk subscription	$5,470
CMJ Music Marathon	$750
APANC Registration fee	$75
Total Request	*$9,118*

99-344 Music and Content

WRMC generally receives most of its music for free each year from record labels looking to promote their artists. The only costs associated with this are the licensing fees (Account 99-346) Unfortunately not every record label in the country is willing to send free promotional CD's to a small college radio station. In these cases it's the responsibility of the music director and the music managers to identify important new albums we won't receive and purchase them directly. In addition to new albums,

WRMC is always adding older music to its archive, much like a library or museum, to benefit the education of its DJs. The music director is responsible for selecting essential music missing from the WRMC archive and purchasing it directly.

Itemized Expenses

Rock Music	$400
Blues Music	$200
Jazz Music	$200
Folk Music	$200
Hip-Hop Music	$300
World Music	$200
Reggae/Ska Music	$100
Classical Music	$100
Techno Music	$300
Total Request	*$2,000*

99-345 Depreciation

This is the WRMC Depreciation account, which receives 10 % of the station's assessed insurance value in order to replace worn out equipment and purchase new equipment. A final calculation for the actual amount that will be requested this year will not be ready until mid April when the station finishes updating its Inventory. Nevertheless based on a quick and dirty appraisal of purchases made since the last update two years ago it's likely the request will be close to $14,000 dollars. Further information is available in the appendices; a detailed inventory, spending plan and request will be submitted no later than April 19th.

TotalRequest (tentative) $13,000

99-346 Travel

This budget covers expense for travel by WRMC's News and Sports Departments. Each year the WRMC Sportscasters travel to away games with the school's football and hockey teams to provide live play by play and audio feed for the station. In addition this year marked the first time in many years when WRMC's News Department traveled beyond the college to cover a news story. At the beginning of February, WRMC sent four news reporters to cover the New Hampshire primaries, using the stations new portable minidisk system. Though the effort was a great success, the students' travel was not funded at all. In the future the News Department would like to have monies available to partially pay for the costs of sending reporters out to cover stories of local and national significance. The News

WRMC is always a fitting labor many to be as low, such like a library to assess to batch the observer of the DJs. The quick cancer is vegetable, for starting seasonal music missing from the WRMC studios and producing it directly.

Internal Costs

Rock Music	$300
Blues Music	$500
Jazz Music	$500
R&B Music	$700
Hip-Hop Music	$300
Movie Music	$500
Hypnotic Music	$700
Classical Music	$100
Talking Shows	$500
Total Wages	$3,600

WRMC Operations

This is the WRMC Corporation budget, which was over 20% of the station's annual operating budget. In accordance to the wishes of the management and station staff, a fiscal calculation for a special station that will be moved but you will not be ready for it and fund when the station begins operating in January. An estimate is based on a quick and easy approach of pay-to-use music over the upcoming two years, age of Likely the region will be close to $14,000 dollars. Funds allocation is available to the general use by a dollar operation, operating plan and required will be scheduled up to the main fund.

Fee Collection (Year one) $14,000

19-200 Travel

This budget is more expensive for travel by WRMC's flows and figure budgets. Each year the WRMC Commission travel to many venues with the aim of a football and hockey games to provide the pay-to-play and audio feed for the station. In addition this year marked the first time in many years when WRMC's News Department travelled beyond the city to covers a home game. At the beginning of February, WRMC sent two news reporters to cover the Nova Hamptons primaries, using the station's new portable mobile system. Though the effort was a great success, the students' travel was not funded at all. In the future the News Department would like to have funds available to purchase pay for the costs of sending reporters out to cover stories of local and national significance. The News

Department travel budget will also pay for the costs associated with traveling to the Associated Press Annual Northeast Conference (APANC).

Itemized Requests

Sports Travel	$400
News Department Travel	$200
News Department APANC	$75
Total Request	*$675*

99-347 Fundraising

Fundraising represents the old Gift account, which currently has $25 dollars in it. There is of course no request for this account, as it exists solely to hold cash received from the Capital Campaign, and other gifts to WRMC. However the station would like to request that Finance Committee give the station a one time loan of roughly $1,300 to assist in preparing fundraising materials and sending out news bulletins to the members of the WRMC Alumni Association. This request will be off budget in the current year and so there will be no requests for this year

99-348 Facilities

WRMC's facilities above Proctor often require maintenance and repair beyond the actual electronic equipment of the station. This can range from buying chairs and furniture to painting the walls or fixing the walls. Generally Buildings and Grounds performs the requested services for us and charges the account directly in some cases. This past year the station also began to migrate from a combination of punch-key and keyed locks to a keyless card swipe system that utilizes DJ's MiddCard's to control access to the station. Eventually this mean the station will no longer have to pay buildings and grounds each year to change the locks. In the years to come WRMC would therefore like to gradually expand the use of this system to include other important areas of the station such as the special productions room and the library.

Itemized Requests

Additional swiper for the Special Productions room	$400
Building and grounds fees	$200
Total Request	*$600*

99-349 Underwriting

The underwriting account exists solely for the purpose of storing income from the stations underwriting efforts. As with the Fundraising budget the station does not want to request money, and because initial

printing costs are to be handled with funds already in the account there is subsequently no request for this account.

99-350 Printing

WRMC has a myriad of printing requirements each year. Every show is required to fill out both a play-list (from which we chart the amount of airplay for each song), and a program log which is required by the FCC. In addition WRMC prints stickers, labels and other assorted items to help maintain its record archives, and prints posters and newsletters for promotional materials. For next year WRMC would also like to request that the budget for FMphasis be reinstated. Thought magazine has been dormant for a long time it will be published for the first time in two years this April. Unfortunately the lack of a budget for the magazine means that the quality of printing will not be that great, and the addition of a specific budget should improve this substantially.

Itemized Request	
General Printing costs	$400
FMphasis	$500
Total Request	$900

99-351 Stipends

WRMC's stipends are vital to ensuring that the station is run in a professional manner and compensates the station's director for the enormous amount of time and effort they put into running WRMC. Though not a part of the regular WRMC budget we are hoping to give stipends a separate account this year for the first time. For more information on the requests see (Section II, Proposed Changes, Stipends) and Appendix D.

Total Request	*$3,700*

Respectfully Submitted

Douglas A. Chini,
Business Director
WRMC 91.1 FM

Appendix H:

David Paul's Letter to Student Organizations Concerning Budget Requests

March 27, 2000

Dear Student Organization Leader:

I hope that this year has been a successful one for your group. The Finance Committee is beginning to budget for the 2000-2001 year. In this packet are three items that are essential for your group throughout this process. First is a comprehensive review sheet for your organization. Both the Finance Committee and the Constitution Committee will use this form. The Finance Committee uses the answers to gauge how effectively your group used its budget allocation from last year. The Constitution Committee uses this form to conduct its yearly review of all Student Organizations. Second is a copy of the Finance Committee Guidelines, which govern how the Student Activities Fund may be spent. Lastly there is a budget request form. In developing your proposal, please list all of the events, activities, and purchases that your group plans to have or make, with the expected costs. Please return this form and the group review sheet to the Student Activities Office no later than April 14. At that time also sign up for a time to meet with the Committee between April 19-23.

In planning your proposal, please keep the following in mind:

1) **Please be realistic:** With revenues not projected to increase dramatically and several new Student Organizations, it will be very difficult to accommodate large budget increases. Please do not artificially inflate your request in anticipation of it being cut. That is not an effective method of gaining additional funding, and is usually obvious to the Committee.

2) **Plan for the future**: Make sure that your group's leadership for next fall, which should have been elected in mid-March, plays an integral role in drafting the budget proposal and attends the meeting with the Finance Committee. It is important that proposals reflect what your group wants to do next year.

3) **Make sure proposed events fit within the Guidelines**.

4) **The Finance Committee does not fund symposium**. No money from any Student Activities group can be used for a symposium. If your group is planning on hosting a symposium at any point next year, please contact the Symposium Committee.

Please make sure to submit your forms before the deadline of April 14. Failure to do so could jeopardize funding for your group next year. Below is a summary of important dates to keep in mind over the next few weeks.

Monday, March 27	Budget Packets arrive in boxes of group Presidents and Treasurers
Friday, April 14	Proposed budget and group review sheets due to Charlotte Chase in the Student Activities Office. Sign-up for a time to meet with the Committee.
Wednesday, April 19-Sunday, April 23	Appointments with Finance Committee to discuss budget proposals.
Monday, May 1	A finalized budget will be returned to your organization.

If you have any questions regarding the process or budget items, please feel free to e-mail me at sgafc@middlebury.edu. We look forward to meeting with you.

Sincerely,

David M. Paul
Chair, Finance Committee
Treasurer, Student Government Association

Appendix I:

Finance Committee Guidelines
1999-2000

Finance Committee Guidelines
1999 - 2000

I. Purpose

The Finance Committee of the Student Government Association (SGA) is comprised of students appointed through the recognized SGA Appointments process. The Committee is charged with allocating the Student Activities Fund (SAF). The Committee funds various groups, clubs, and teams whose constitutions have been approved by the Constitution Committee of the SGA and the Committee serves as the central funding agency for all Student Activities at Middlebury College. The Committee is not responsible for funding organizations or groups that do not have an approved constitution.

The following guidelines were created to aid The Committee in its allocation of funds and general operations. These are guidelines, not a set of rules to be followed without exception.

II. Budgeting

A. Organizations' annual budgets will consist of funds approved by the Committee during the previous spring. Each budget approved by the Committee will serve as a guide for the organization's expenditures. Groups have some discretion to move funds within their allocated budget.

B. Groups will submit a budget proposal for the following year to the Committee by a specified date in April of the current year. Group leaders will be given three weeks notice to prepare the proposal. The proposal will include a specific outline of activities sponsored and money spent during the current year, as well as a specific outline of planned events and expenditures for the following year. The designated liaison of each group must register to meet with the Committee to discuss the proposed budget. Organizations that do not submit a proposed budget by the announced deadline will not be allocated a budget until such a request is made and may therefore encounter budget limitations. Groups that submit budget proposals but fail to meet with the Committee during their selected meeting time will receive an allocation based on the Committee's perception of the request.

C. Each club must submit an inventory of the group's equipment with their proposed budget on the date specified by the Committee. Groups that fail to do so risk not receiving an allocation for the following year. It is required that the storage location of the equipment both during the academic year and the summer be noted on the inventory.

III. Request Procedures

A. The Finance Committee will hold a regularly scheduled meeting once a week. The day, time, and location of the meetings will be posted in the Student Activities Office (SAO). Organizations that have signed up to attend a meeting that has been rescheduled will be given forty-eight (48) hours notice.

B. Groups must submit request forms two (2) weeks before the scheduled event. The Finance Committee may consider 'last minute' requests at the weekly meeting, but groups should be aware that they face the risk of denial from the Committee because adequate dialogue was unable to occur. The Chair of the Finance Committee reserves the right to make 'executive decisions' concerning extraordinary situations if a group is unable to present the request at a Committee meeting. The Committee will only consider requests that have been signed by the Director of Student Activities or his/her designate.

C. Groups that need money not previously included in their budget will be required to attend a Finance Committee meeting to discuss the possibility of a new allocation. If granted, it is understood that a new allocation may only be spent on the item or activity for which it was granted. In this situation, Student Organizations do not have the ability to move funds within their allocated budgets. Groups requesting money from their regularly allocated budget do not need to attend the weekly meeting, unless requested to do so by the Committee.

D. The Committee will not, under any circumstances, consider retroactive requests. Groups must submit a request and gain approval before spending money or making a commitment to spend money. Contracts with vendors or speakers and equipment purchases should not be made until the Committee gives approval. It is important to note that verbal agreements are binding in the state of Vermont (see §V.E). Groups that spend money prior to Committee approval will face a deduction from their budget equal to two times the amount spent.

E. The Committee will not provide funds for events for which there have been advertisements/announcements prior to approval. These rules apply to both budget requests and new money requests.

F. Events funded by the Student Activities Fund must be advertised throughout campus and open to all Middlebury College students. This ensures that funds are used for the entire student body. Although certain events will have a limited number of participants, the event must not exclude non-members of the sponsoring organization.

IV. Expenses covered by the Finance Committee

A. Operating Expenses

Clubs will be given $50.00 a year to cover telephone, postage, bookstore, subscription, photocopying, and other basic expenses.

B. Speakers

The Finance Committee will not pay honorariums unless specifically requested by the speaker. No honorariums will be given to relatives or alumni. With only the most notable exceptions, the Committee does not suggest providing first-class travel and accommodations. The Committee will note any such unnecessary extravagances when making annual budgets. Airline tickets should be ordered twenty-one (21) days in advance

III. Request Procedures

A. The Finance Committee will hold a regularly scheduled meeting once a week. The day, time, and location of the meeting will be posted in the Student Activities Office. Organizations can then sign up to attend a meeting that has been designated with up to given forty-eight (48) hours notice.

B. Groups must submit request forms two (2) weeks before the individual event. The Finance Committee may consider requests at the monthly meeting, for group events that will be two days after the date of the meeting. Committee members may direct questions to groups. The Chair of the Finance Committee may ask the group to make executive or indirect contacts, gather information, or take other steps to prepare the request for a Committee meeting. The Committee will consider requests that have been signed by the Director of Student Activities or his/her designee.

C. Groups that need money immediately included in the budget will be required to attend a Finance Committee meeting to determine the availability of a new allocation. If granted, the modification must take place allowing enough time for the transfer of funds to be processed. In this situation, groups may be required to have a representative present at the meeting to answer questions. Groups requesting money from the budget should do so only if actual budgets. Groups requesting money from the budget should do so only if actual budget do not need to attend the weekly meeting, unless requested to do so by the Committee.

D. The Committee will not make any commitments, contracts, or negotiations. Groups must satisfy a required seal prior approval before any money is allocated to a vendor or to special teams. Contracts with vendors or agents of any nature, including, but not limited to, must be made with the Chairperson who is the signer for the Student Activities Office. Groups that are in the state of Vermont (see B) should make sure that money goes to Community approved will have a contract with the Student Activities Office to open.

E. The Committee will not provide funds for events for which tickets have been advertised/announced to the general public. Tickets may be sold to cover expenses and deposit money requests.

F. Events funded by the Student Activities Fund must be advertised throughout campus and open to all Adelphi University Undergraduate students. The events should be used for the entire student body. Although events may well have a limited number of people, the event must not exclude non-members of the organization, if feasible.

IV. Expenses covered by the Finance Committee

A. Operating Expenses

Clubs will be given $50.00 a year to cover supplies, postage, photocopying, advertising, photocopying, and other basic expenses.

B. Speakers

The Finance Committee will not pay honoraria unless specifically requested by the speaker. No honorarium will be given to relatives of speaker. With only one exception, the Committee does not support providing travel and accommodations. The Committee will not pay such unnecessary expenses when making annual budgets. Airline tickets should be purchased twenty-one (21) days in advance

through the SAO. This office should also be contacted for any special needs that the speaker might request, including accommodations.

C. Movies

Clubs may receive funds to show films open to the entire campus. The topic or theme of the movie must be germane to the sponsoring organization. It is expected that there will be a $1.00 admission charge (see §V.A). Any group interested in showing a film should contact the SAO for information regarding copyright laws.

D. Food/Refreshments

Groups are permitted to serve food or sponsor meals only under certain circumstances. Food is an effective way to share cultures, values, and ideas, and the Committee supports its use in some instances for this purpose. Some groups, because of their nature, are not allowed to serve food. These groups include publications and club sports, among others.

1. The Finance Committee will not provide funds for refreshments at regular business meetings. Food is not necessary for organizational or planning meetings and will not be funded by the Finance Committee.
2. If the event could take place without the refreshment, funding will not be given. Food may be served at special events if the food/drink pertains to the organization and is a necessary part of the function. The food/drink served must be in accordance with the general purpose or theme of the organization and should further the interests or purpose of the organization.
3. Meals served away from the Middlebury College Campus, including retreats, will not be paid for with Student Activities funds.
4. Certain special on-campus meals will be subsidized by the Finance Committee and must be open to all students. The total number of students may be limited due to space and budgetary reasons. It is expected that the students who attend the meal shoulder part of the financial responsibility. It is required that the organization obtain ID numbers of those in attendance at least forty-eight hours in advance to receive credit from Midd Dining.

E. Entrance Fees

The Finance Committee will pay half of individual entrance and registration fees. Normally, though not always, the Committee will pay 100% of flat-rate fees. Written confirmation and a breakdown of expenses from the hosting organization will be necessary in order to verify that all expenses are in compliance with the Guidelines. This applies to all entrance fees, including but not limited to, registration fees for conferences, tournaments, and retreats, and tickets to museums, attractions, and shows. The Committee reserves the right to change the funding level on a per-case basis.

F. Equipment

The Committee will generally finance only those equipment purchases that are durable and are reused from year to year. Requests for the purchase of used equipment from students or staff members will be approved upon outside assurance that the equipment's assessed value is accurate. Submitting to the Committee an advertisement for similar equipment from a widely circulated publication or catalog will usually fulfill this requirement. Replacing equipment due to theft, loss, or misuse is not looked upon favorably by the Committee. It is required that equipment be stored in a locked area and not kept in students' rooms (see SAO). It is expected that the incoming leaders of the organization will provide and be responsible for equipment maintenance and storage during the summer. Additionally they

through the SAO. This office should also be contacted for any special needs the speaker might request, including accommodations.

C. Media

Claim may receive funds to show film or open to the public [illegible]. The right or lease of the movie must be granted to the sponsor by the [illegible]. [illegible] a $1,000 admission charge (see EV-A). Any [illegible] in showing a film should contact the SAO for information regarding copyright laws.

D. Facilities/Equipment

Groups are permitted to carry food or [illegible] only [illegible]. Food is an effective way to [illegible], [illegible], and the Committee [illegible] to use to some [illegible] for any purpose. [illegible] of their [illegible] are not allowed to serve food. These groups include [illegible] and [illegible], [illegible] clubs.

1. The Student Organization will [illegible] Food is not necessary for organizations [illegible] and should be handled by the Food Service.

2. If the event could [illegible] Food may be given [illegible] and a [illegible] may be [illegible] at [illegible] the [illegible] [illegible] the [illegible] [illegible] [illegible]

will provide the Committee and the SAO an inventory of all the club's current equipment, including the condition of said equipment.

G. Uniforms

Some club sports will require uniforms. The Committee usually approves the periodic purchase of team uniforms. These uniforms remain the property of the SGA of Middlebury College until a time when the Committee may approve their sale to members of the College Community. The coach or captain is responsible for keeping an accurate inventory of all uniforms from season to season as well as who has the uniform during the season. It is expected that a tracking system be employed to verify that all uniforms are returned at the conclusion of each season. The incoming coach, captain, or leadership is responsible for storage and tracking over the summer months. The Committee does not look favorably upon replacing missing or stolen uniforms.

1. If a team wishes to buy individual uniforms that are to be kept by team members, it is understood that the members will purchase the uniforms themselves. However, the Committee will at times provide the capital to make these purchases in bulk. It is required that the coach or captain of the club state in writing that (s)he takes full financial responsibility for collecting all money for the uniforms by signing a letter and placing it on file in the SAO. This means that the SAO has the authority to transfer outstanding balances to the Middlebury College PIN bill of the responsible party.

H. Travel

The Finance Committee will pay for vehicle rentals through the College and for up to 800 miles of gas and tolls (400 miles each way).

I. Funding Period

Only activities that take place after the beginning of freshman orientation and before spring graduation are eligible for funding by the Student Activities Fund. Activities outside of these dates must be funded by other sources.

J. DJs and MCs

The Finance Committee allows a maximum of $85.00 as payment to student DJs and MCs.

V. General Information

A. Revenue and Proceeds

It is expected that certain groups will take in revenue during the course of the year. Each revenue-generating situation is different so the Committee may impose certain requirements or restrictions on either the revenue or the proceeds. The following is a general guide as to how the Committee will handle these situations, though it is important to note these will be tailored to each individual case.

1. When revenue is generated by a Student Organization from an activity that was sponsored by SAF money, the revenue must be returned, in full, to the organization's Middlebury College account. All revenue up to the principle spent on the activity must be spent according to Finance Committee Guidelines. All proceeds may be spent at the organization's discretion within the parameters of the SAO and the rules of Middlebury College. If new money was allocated for the activity, revenue will be repaid to the general SAF first, up to the amount of the new allocation, and then the proceeds will go into the individual Organization's account.

B. Charitable Donations

Clubs wishing to make donations to charitable organizations may use the proceeds from certain activities (see §V.A.1). Allocated funds cannot be used for donations.

C. Stipends

Because of the time-consuming nature of running certain organizations, officers therein receive stipends. The Committee reserves the right to make changes in the positions that receive as well as the amount of stipends. Stipends are set over the summer by the Treasurer of the SGA for the coming academic year. Officers of organizations that have received stipends in the past should be aware that this is not a guarantee of stipends in the coming year, or of the size of a stipend that may be received. Officers should verify stipend information with the SAO at the start of the academic year. Positions that have received stipends in that past include:

SGA:	President, Vice President, Treasurer, Chief-of-Staff, Recording Secretary
MCAB:	President, Three (3) Vice Presidents
The Campus:	Editor-in-Chief, Managing Editor, Production Editor, Business Manager
WRMC:	Station Manager, Program Manager, Music Director
Winter Carnival:	Executive Director, Social Chair
Kaleidoscope:	Editor-in-Chief, Business Manager

D. Co-Sponsorship

Due to budgetary restrictions, it is recommended that other interested groups co-sponsor events. This increases campus awareness and participation and will lessen the burden on one organization. Co-sponsoring organizations must share, at least in part, a common interest with the sponsor of the activity. It is not permitted for groups to co-sponsor events that are not germane to their purpose or provided for in their constitution.

E. Contracts

Contracts must be signed by a Middlebury College employee approved by the Director of Student Activities. Students do not have authorization to make contracts with outside organizations, including verbal agreements, which are legally binding in the state of Vermont.

F. Prizes and Gifts

Prizes and any objects that will permanently leave the campus will not be funded by the Student Activities Fund.

G. Welcome Events

If requested, a maximum allocation of $100 may be granted for a single, start of the semester, welcome event. This event must be within the month of September *or* February unless a new group is formed, in which case it may have a welcome event within a month from when it receives a budget allocation. Certain guidelines may be suspended for Welcome Events.

H. Relatives/College Community

It is required that clubs notify the Finance Committee if funds will go to relatives or members of the College community (see §IV.B). The Finance Committee must be made aware of such plans to avoid any possibility or appearance of impropriety. Failure to alert the Committee may result in the cancellation of the event and revocation of funding.

I. Coaches

Coaches of club sports will not be paid using the SAF.

J. Housing

The Finance Committee will not usually pay for housing for conferences and club sports.

K. Publications and Recycling

Groups that plan to issue publications are urged to meet with the College Recycling Supervisor at the beginning of both the fall and spring semesters. The Committee encourages student publications to use recyclable products in a fiscally responsible manner.

L. Campus

In an effort to maintain an independently run student newspaper, the Finance Committee has approved a separate method of funding for *The Campus*. The newspaper itself maintains discretion in allocating their budget.

M. Commons System

The Commons Systems has developed significantly since its inception. Likewise, the SAF funding of Commons has evolved as well. Through mutual agreement with the Provost and the Dean of Commons, a special method of funding and monitoring the Commons has been implemented. This agreement is separate from these Guidelines and is available for review from the Provost's Office or the Treasurer of the SGA.

VI. Symposia

All symposia will be funded through the Symposium Committee, which will follow all recognized guidelines in distributing Student Activities Fee funds. No student group will be permitted to use money from their allocated budget to host or co-sponsor a symposium. Organizations wishing to hold symposia during the fall must submit the request during the preceding spring. Organizations wishing to hold symposia during the spring must submit the request during the preceding fall. Specific dates are available in the SAO. The Finance Committee will refer all questions on symposia to the Symposium Committee.

VII. Appeals

Decisions of the Finance Committee may be appealed by individual organizations. For rules and regulations concerning this procedure, please refer to the SGA Constitution, §VIII.

10/10/1999

Appendix J:

Records of WRMC Correspondence with Student Finance Committee

1. Date: Thu, 9 Dec 1999 00:26:12 -0500
From: SGA Finance Committee <sgafc@jaguar.middlebury.edu>
To: "Chini, Douglas" <chini@middlebury.edu>,
"Raymond, Quinn" <qraymond@middlebury.edu>
Cc: "Malcolm, Nancy" <nmalcolm@jaguar.middlebury.edu>,
"Peckham, Kevin" <peckham@jaguar.middlebury.edu>
Subject: [windows-1252] WRMC^Òs other issues, 12/8/99

[The following text is in the "windows-1252" character set.]
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[Some characters may be displayed incorrectly.]

Doug and Quinn-

Thank you for coming to tonight^Òs meeting. I am glad that we got a chance to discuss some issues tonight, and started what I hope will become a longer conversation in January.

I imagine that our first meeting back on 1/5/99 will be quite busy. If you can wait until the second week, I would recommend that you sign up for a triple appointment (or maybe 4, depending on the schedule) so that we can attempt to fully address the issues at hand: depreciation, upgrading, and stipends.

It would be helpful if you could forward any materials to us before that meeting (such as time charts or equipment lists).

I also think that Finance Committee would be very interested in getting a tour of your studios like you suggested.

Thanks and have a great break-

David M. Paul
Chair, Finance Committee
Treasurer, SGA

2. Date: Tue, 15 Feb 2000 16:35:57 -0500
From: SGA Finance Committee <sgafc@jaguar.middlebury.edu>
To: "Chini, Douglas" <chini@middlebury.edu>
Cc: "Chase, Charlotte" <chase@jaguar.middlebury.edu>
Subject: Budgeting

[The following text is in the "windows-1252" character set.]
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Doug-

Dates and times for budgeting have not been set yet, but I am fairly certain they are going to fall somewhere around 4/20-23/2000. I really don^Òt know how long before that time we will ask for proposals, inventories, and the like.

Hope this helps-
David

3. Date: Wed, 29 Mar 2000 23:25:28 -0500
From: SGA Finance Committee <sgafc@jaguar.middlebury.edu>
To: "Chini, Douglas" <chini@middlebury.edu>, "Hart, J" <johart@middlebury.edu>
Cc: "Chase, Charlotte" <chase@jaguar.middlebury.edu>
Subject: WRMC request; 3/29/00 (CDs)

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Doug and Ottie-

Your CD request was approved in full at $28. We would like to discuss online purchasing options with you at a later date.

We would like to tentatively set a time to meet with you and your staff at the station. We are hoping for next Wednesday, April 5 at about 7:15p. Does that work for you?

If you have any questions or concerns, please reply to this email.

David M. Paul
Chair, Finance Committee
Treasurer, SGA

--

Finance Committee
Middlebury College
Middlebury, VT 05753
(802) 443-3107
sgafc@middlebury.edu

4. From: SGA Finance Committee <sgafc@jaguar.middlebury.edu>
To: 'business' <business@wrmc.middlebury.edu>
Cc: Chase, Charlotte <chase@jaguar.middlebury.edu>; Arcese, Brian <arcese@jaguar.middlebury.edu>
Sent: Monday, May 01, 2000 12:45 PM
Subject: RE: WRMC Budget

> Doug-
>
> We^Òre hoping to get all the numbers to Student Activities tomorrow morning.
> They have to process them and get them out to you. You budget is pretty
> final, but we have not made a determination about depreciation. I do feel
> comfortable say that you will get it next year, but how and to what extent
> is still a big question. It won^Òt be decided tonight.
>
> You should get a personalized memo with your budget (like the other ^Óbig^Ô
> groups). I know already that it will say that we want to firmly understand the calculations of depreciation, speak with the College staff people who do

> this professionally for input, and also speak about how depreciation will be
> administered. I expect this is a conversation that will carry into the fall,
> but will be very open and in the end the best solution for everyone.
>
> David
>
> > ----------
> > From: business
> > Sent: Monday, May 1, 2000 12:39 PM
> > To: SGA Finance Committee
> > Subject: WRMC Budget
Hi Dave, hope you're having a good last three weeks in heaven. The
> > board had a quick question as to when we will find out our budget for next
> > year. Thanks a lot,
> >
> > Douglas Chini
> > Business Director
> > WRMC 91.1 FM
> > Middlebury VT.

5. From: SGA Finance Committee <sgafc@jaguar.middlebury.edu>
To: 'business' <business@wrmc.middlebury.edu>
Sent: Tuesday, May 02, 2000 1:04 PM
Subject: RE: WRMC question again

> Doug-
>
> Sorry for the slight delay. Many budgets will go out this morning, and some
> of the larger one will be going out tonight and tomorrow. We're trying to
> send them all out at the same time. Your budget should be in the mail
> either tonight, or early tomorrow morning. We are going to be speaking with
> Bill Hatch, who does much of the College's depreciation in an attempt to
> better understand how to handle our accounts. If you could e-mail us your
> excel spreadsheet regarding this information that would be great.
>

Again, by tomorrow you should get a final copy of everything less a
> depreciation number. Thanks for your patience. Look forward to seeing you
> on Wednesday.
>
> Brian Arcese
>
>
> -----Original Message-----
> From: business [mailto:business@wrmc.middlebury.edu]
> Sent: Tuesday, May 02, 2000 12:44 PM
> To: arcese@panther.middlebury.edu; sgafc@panther.middlebury.edu
> Subject: WRMC question again
>

>
> Sorry if you guys are getting this for the third time, my e-mail's all
> messed up
Hi guys, I'm writing because WRMC hasn't yet received budget
> figures for our requests for our budget and depreciation next year. I
> was wondering if there is a chance we would have any of those figures by
> tommorrow, and if not when we were going to receive them. Thanks a-lot,
> guys I'll see you on Wednesday.
>
> Douglas Chini
> Business Director
> WRMC 91.1 FM
> Middlebury VT.

6. Date: Wed, 3 May 2000 04:22:29 -0400
From: SGA Finance Committee <sgafc@jaguar.middlebury.edu>
To: "Chini, Douglas" <chini@middlebury.edu>
Subject: WRMC Buget

[The following text is in the "iso-8859-1" character set.]
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Doug-

Per our discussion earlier today, you should receive a copy of your budget in the mail Wednesday. We are in the process of getting them all out.

Unfortunately, I don't foresee us getting you a solid depreciation for some time, and we will most likely be continuing this conversation into next year. It does not make sense to allocate funds using an old system without first looking at new ways to both calculate depreciation and determine its proper use. We realize that the current upgrade of WRMC will all but wipe out any money left in the depreciation account, and consequently, an immediate allocation seems necessary to ensure the radio station will still be able to function at its current level. Rest assured, however, that WRMC can rely on our larger reserve account for the time being in the event of equipment failure, and the station will not go off the air.

I understand your frustration, however, it just does not seem possible to give you an accurate depreciation allocation in such a short time. If the radio station fails, we will be able to replace quipment even if we have not finalized a depreciation budget. Again, if you get the chance, could you please e-mail us your excel spreadsheet which calculates WRMC depreciation.

Thanks,
Brian

7. Date: Thu, 4 May 2000 00:39:02 -0400
From: "Arcese, Brian" <arcese@jaguar.middlebury.edu>
To: "Chini, Douglas" <chini@middlebury.edu>
Cc: SGA Finance Committee <sgafc@jaguar.middlebury.edu>

Subject: WRMC Depreciation Account

Doug-

Tonight we had a lengthy discussion about WRMC and depreciation, as well as our depreciation accounts in general. We have come to the following conclusions. We feel there is a definite need to create, or re-establish the WRMC depreciation account. Rather than have this account be administered at the discretion of WRMC, the account will remain under the guidance of the Finance Committee, much like WRMC's normal budget. Any expenditures to come from this account should be requested using the normal Finance Committee Request Form, and must be requested before they are spent. Although we definitely understand the feelings of WRMC about ensuring there are adaquate funds to maintain the station, we feel that as the group responsible for all student group capital expenditures, we need to have direct involvement in all matters of depreciation of these goods.

That said, the Committee felt the need to resolve this issue as soon as possible, and to begin allocating funds for this account as soon as we arrive at an appropriate number. Members felt that allocating half of the requested amount now would serve no purpose, as we plan on allocating the entire amount in the next two weeks.

I understand you experiences and frustration with past Finance Committees, however, I can say that I let this go by the wayside. Although the Committee did not agree to funding half of the request now, I can assure you that this will be taken care of completely before I leave Middlebury this year. It is my hope that by next Friday you will have a final number in a new account that will serve WRMC into the future.

I apologize if some of this didn't make sense, I am completely exhausted, and actually not in my room, but working on a group math project. I will (hopefully) be home by 1:30 or so, and I would be happy to give you a call then to discuss it if you would like.

Thanks Doug,
Brian